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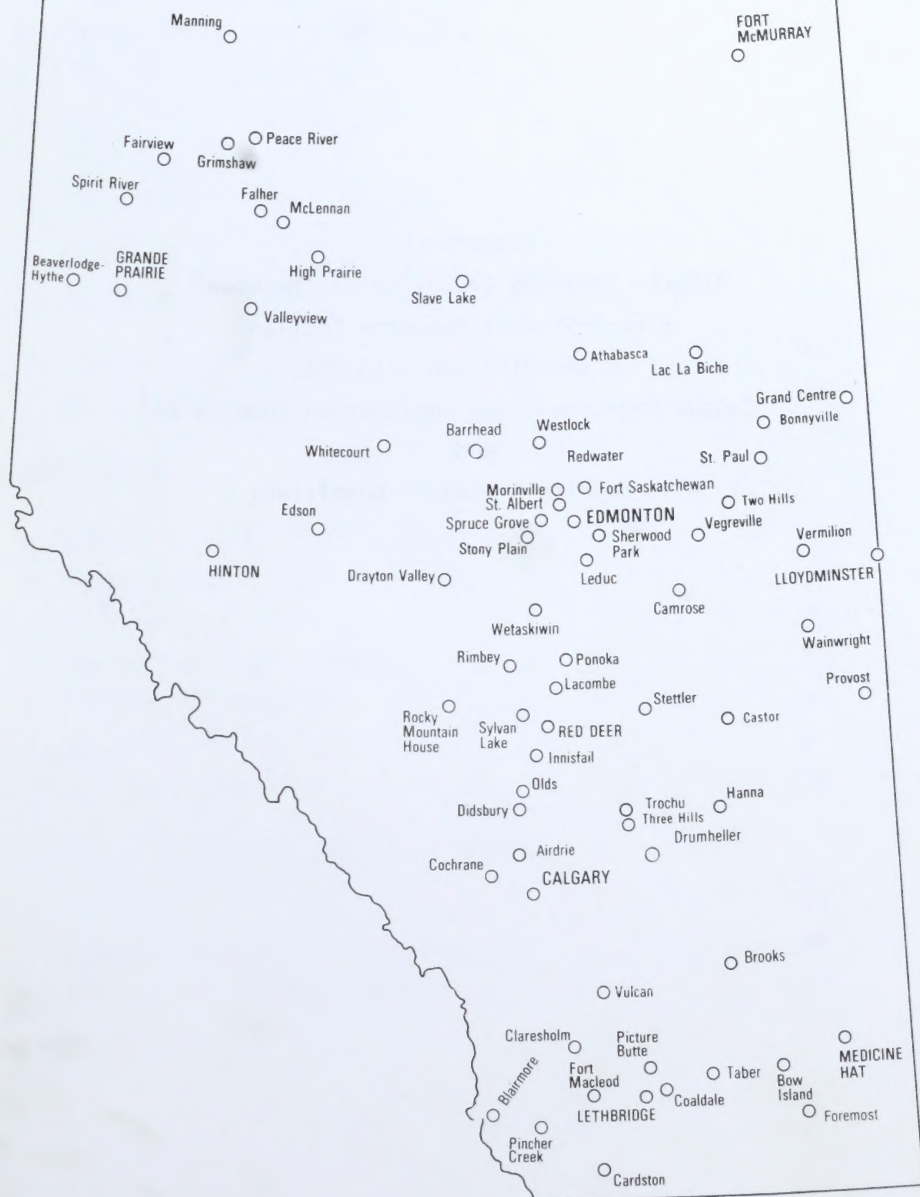
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# Alberta

## Hire-A-Student

## Handbook

## 1980



Alberta  
Hire-A-Student  
Handbook  
1980

Prepared by  
Alberta Advanced Education and Manpower  
Hire-A-Student Resource Section  
in consultation with the  
Canada Employment and Immigration Commission  
and  
Alberta Hire-A-Student Committees



ALBERTA HIRE-A-STUDENT HANDBOOK  
1980

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# ***Introduction***



## INTRODUCTION

Welcome to 1980 participants in the Alberta Hire-A-Student program. With this year marking Alberta's 75th anniversary, the summer promises to be more exciting and productive than ever. Communities, groups, businesses and individuals throughout Alberta have been encouraged to join in the celebrations. The scope of events, activities, and projects planned will be widely diversified, and opportunities for students seeking summer jobs will likely be greater than ever.

You will soon become familiar with Alberta's Hire-A-Student program. But before you learn the details of running a Hire-A-Student office, a quick overview of the program is in order.

This student managed program is a cooperative project sponsored by local community groups, Alberta Chambers of Commerce, and the provincial and federal governments. These groups work together to meet one main objective - to find employment for students seeking summer jobs and to help employers find suitable employees.

To facilitate this, Hire-A-Student offices open in the spring, and the student staff go out into the community to talk with employers about the advantages of hiring summer help. They develop lists of job openings and students who are seeking employment. Students who visit the offices get help in looking for jobs, writing resumes, or preparing for job interviews. In some offices, encouragement and advice are available for enterprising young people who want to start summer businesses.

The Hire-A-Student coordinated summer employment program benefits both students and employers in several ways. Young people get first hand experience in occupations that interest them, learn to handle the responsibilities of work and earn much needed money for the next school term.

The best testimony to the advantages of the program for employers is the number who return to the Hire-A-Student centre the following year to hire students again. Through donations of time, money and invaluable experience, many Alberta employers are strong supporters and advocates of the program. The local Chambers of Commerce are the focal points and energetic organizers of much of this essential business support.

The federal and provincial governments work together to coordinate resources for this program. They conduct training programs for the student staff, and their expertise in placement and program operation is frequently used by Hire-A-Student staff. The governments join Chamber of Commerce representatives on an Advisory Committee, which oversees the operation of Alberta Hire-A-Student.

The secret of the success of the program is the local organizing committees. They are the heart of Hire-A-Student, and provide the program with its strong community base. The operation of each of the Hire-A-Student centres in Alberta is determined by the local committee. These groups bring together business people, local Chamber of Commerce representatives, teachers, students union representatives, interested citizens and government resource persons; people who are well attuned to the particular employment needs of both young people and businesses in the area.

This Handbook contains basic information on the operation of a Hire-A-Student program. However, it is simply a guide. Each centre is unique, so don't be afraid to discuss new ideas with your committee and try new things; be creative. New ideas are always in demand, and the successful ones are sure to be borrowed and used by other centres or even provinces.



***H.A.S.***

***Administrative Process***



## HIRE-A-STUDENT ADMINISTRATIVE PROCESS

### A. Organizational Structure

Each year, federal and provincial governments work with the Chamber of Commerce and/or other local service groups, student groups and municipal governments to establish Hire-A-Student offices. The actual organization and size of each office varies depending on the size of population of the community or area it serves.

Since each Hire-A-Student committee is autonomous, the diagram on the next page can only be a generalization on the provincial structure. Be sure to ask your committee to explain the organization as it is applicable to your local office.

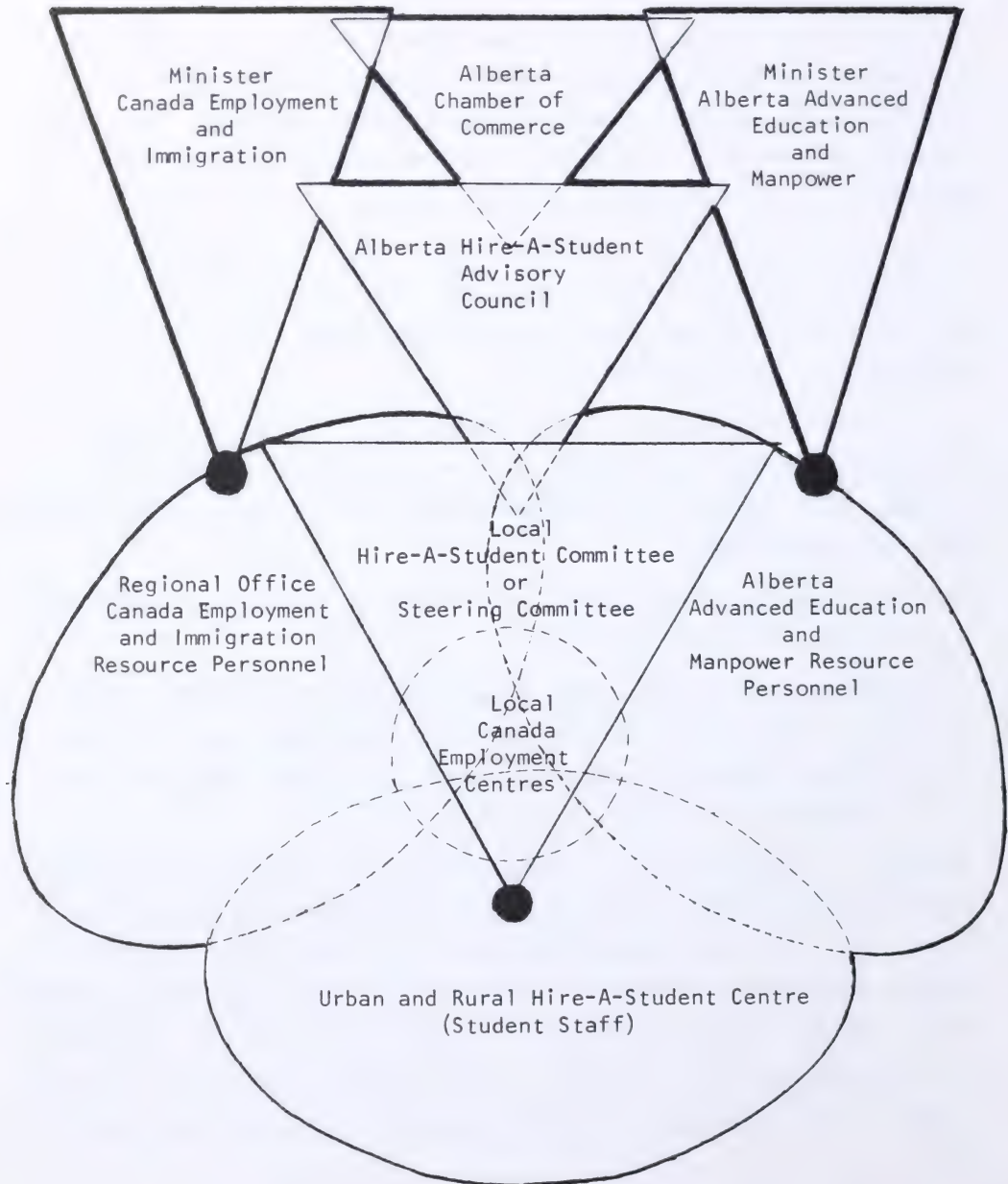
In the diagram, triangles represent where policy decisions are made. The ovals represent people who work directly with the program, and who, through their reports and recommendations, provide input so that effective decisions can be made.

When the shapes overlap, it means that there is information sharing and a coordination of resources.

A large black dot indicates that direction comes from above (ie line staffing). For example, the diagram shows federal and provincial year round personnel acting in resource capacity, but also responsible to their respective ministers.

However, all student staff are responsible to the local Hire-A-Student committee, even in the larger centres where students may in reality report to a full-time federal supervisor. In these cases, the Hire-A-Student committee has delegated responsibility for day to day operations to the member of their committee who represents the federal government.

If this information is confusing to you, don't be concerned. For student staff, the most important thing to remember is that your committee is the boss.





## B. Hire-A-Student Advisory Council

In 1977, the Advisory Council was established by the federal and provincial ministers and by the Alberta Chamber of Commerce. The Council objectives are to coordinate efforts by providing advice to the three primary sponsoring agencies, and secondly, to provide a communication link and an advisory resource for local community groups.

The Hire-A-Student Advisory Council is responsible for year-round program promotion on behalf of all sponsoring agencies. It assesses the program each year, and recommends changes and develops action plans. As well, the Council generates public awareness of cooperation between senior levels of government and the private sector represented by the Chamber of Commerce.

The Council consists of three representatives from the Alberta Chamber of Commerce, and one representative each from the federal and provincial governments.

From the diagram, student staff will see that they are not likely to have direct interaction with the Alberta Hire-A-Student Advisory Council. However, the Council does hear and take action on the recommendations made by the students at the end of each summer.

Hire-A-Student committees and community groups are encouraged to make use of this resource. Communication to the Hire-A-Student Advisory Council should be directed as follows:

Mr. E.W.(Bill) Smith  
Chairman, Alberta Hire-A-Student Advisory Council  
c/o Calgary Power Ltd.  
P.O. Box 1900  
Calgary T2P 2M1  
Telephone 267-7300

### C. The Coordinating Team

The Coordinating Team works year round to plan and ensure the smooth operation of the Hire-A-Student program. The team is made up of provincial and federal staff members who work together to coordinate and assist local communities in this program operation.

The Coordinating Team for 1980 is headed by:

Provincial	Federal
Linda Jorstad H.A.S. Coordinator Alberta Advanced Education & Manpower Parkside Building 10924 - 119 Street Edmonton T5H 3P5 Phone 427-0115	Julie Munson Client Services Consultant Canada Employment & Immigration Commission 5th Floor - 9925 - 109 Street Edmonton T5K 2J8 Phone 420-2099

Linda and Julie are responsible for administering the program; they look at problems that occur on a province-wide basis and make recommendations accordingly, as well as providing information to their respective ministers.

Other members of the team include:

- 1) Federal Hire-A-Student Coordinator Lori Hunchak, who is responsible for liaison with local Canada Employment Centres, and for statistical reporting procedures and the collection of this data.(Phone 420-2099)
- 2) A Hire-A-Student Administrative Consultant(provincial) who is responsible for the financial operations and procedures that apply to provincial government funding support, and for the written resource materials and supplies that are provided to you.(Phone 427-0115)
- 3) Cindy Makowichuk, Hire-A-Student Operations Consultant(provincial) works directly with Hire-A-Student committees and student staff. As well, Cindy, in cooperation with Lori, ensures that training is provided to all student staff.(Phone 427-0115)

These resource people use the information provided by you and your committee to determine Alberta's Hire-A-Student needs. They welcome your comments in your monthly and final reports, and encourage you to contact any of them throughout the summer.

#### D. Hire-A-Student Committees

##### 1) Urban/Rural Committees

Local committee support of the Hire-A-Student program is unique to Alberta. As outlined in Appendix A, the Hire-A-Committee is a group of individuals who volunteer their time and expertise to provide the objectives, guidance, and administrative assistance necessary to operate a summer student placement service in their community.

Long before the Hire-A-Student office opens its doors for the summer, the committee is recruited and organized. A budget is worked out based on recommendations from the year before, and basic program policies and procedures are established. The recruitment and selection of summer staff is undertaken by the members, and details such as office space, telephone, desk and chair, etc. are taken care of. They continue to provide advice and encouragement to the office manager throughout the summer through full committee meetings with the office manager and/or by members simply dropping into the Hire-A-Student office regularly to chat informally.

The committee provides continuity to Hire-A-Student. Many of the office managers won't be back next year but the Hire-A-Student program will. The committee acts on the recommendations of both the committee and office manager of last year. They do recognize the value of the office manager's input. After all, he or she is closer to the students and is doing Hire-A-Student duties full-time.

Committees expect their student staff to keep them well informed about Hire-A-Student activities. This can be done by:

- sending members copies of monthly reports,
- preparation of a point form report of happenings, statistics, promotions, etc. for presentation at committee meetings,
- taking notes at meetings, preparing and sending minutes to members. This way, when decisions are made, or if someone has been delegated to do something, they will be reminded.

Students should be aware that it may be difficult to arrange meetings come summer time. As well, some committees are reluctant to intrude; they see a benefit to giving their staff as much responsibility as possible. So don't expect the committee members to come to you - you go to them. Just give them a call to let them know what you've thought of; do they think it will work, and what steps should you consider? Or arrange to meet them individually for coffee . . .keep the communication channels open, and be sure to fully utilize this valuable resource.

## 2) Steering Committee

A steering committee is formed when representatives of local Hire-A-Student committees located within the trading area of a major centre meet to determine Hire-A-Student activities for the region. The Chamber of Commerce representative from the urban centre is usually appointed chairperson. Each town delegate is given a voice in the planning and operation for the Hire-A-Student program in that area. This concept is unique to the southern part of the province (ie Medicine Hat, Red Deer, and Lethbridge) where the towns are not very far apart, and so travel to meetings is not difficult.

## E. Local Canada Employment Centres

The federal government has divided the province into twelve labour market areas, and has established a main Canada Employment Centre (CEC) to facilitate placement activities in each of these. As well, there are



five branch and eight sub-offices, and in Calgary and Edmonton, two casual labour offices, five Canada Employment Centres on-campus, and two Youth Employment Centres, for a total of 34 Alberta offices.

The main objective of these offices is finding people for jobs and jobs for people. To do this, a variety of services and programs are available. If smaller offices do not have these services, arrangements can be made to assist people to travel to the larger centres where full services are available.

The Canada Employment Centre manager in each of the twelve major labour market areas has a responsibility for the employment service to the public in that labour market area. Thus, when Hire-A-Student offices are open during the summer, Canada Employment Centres work in cooperation with committees to provide a viable service that can meet the special needs of students looking for summer work. The manager delegates responsibility to either a graduate assistant or regional coordinator to liaise with local committees, the coordinating team and with Canada Employment Centre staff, and to provide training and on-going resource help to Hire-A-Student offices throughout the summer.

Because this Handbook makes many references to the "local" Canada Employment Centre, Appendix B lists their addresses and telephone numbers, and details communities with Hire-A-Student offices by labour market area.

#### F. Hire-A-Student Centres

In Alberta, Hire-A-Student centres are called urban or rural. This classification is confusing because it is not based on population. Instead, it reflects program history, methods of funding, and the complexity of operational activity that exists among the Hire-A-Student centres.

- 1) Urban Hire-A-Student centres are usually located in facilities separate from, but provided by Canada Employment Centres. They are situated in the six major cities of Alberta that have post-secondary institutions

(Calgary, Edmonton, Grande Prairie, Lethbridge, Medicine Hat, Red Deer).

Federal and committee sponsored employees are hired to place students in summer employment, promote Hire-A-Student, and provide seminars for students on job hunting, career information and employer relation techniques. Four or more students are employed in each of these centres.

The following positions are available in urban centres:

a) The Urban Centre Coordinator is a recent graduate of a post-secondary institution. Under the direction of the Hire-A-Student committee and the guidance of a Canada Employment Centre supervisor, the Urban Centre Coordinator becomes involved in the following duties:

- assists in the planning and development of the opening and closing operations of the urban Hire-A-Student office.
- responds to requests for information from students and media inquiring about various summer programs or labour market information.
- recommends and maintains types of media contact and initiates activities to support community oriented student hiring campaigns.
- coordinates employer visiting schedules and canvasses area businesses to solicit job opportunities for students.
- supervises student staff and all ongoing activities within the hire-A-Student office.
- trains student staff in selection and referral of student clients to employers.
- works in cooperation with a regional coordinator(if one exists) to provide service to region.
- reports and liaises with local committee, community and businesses.

- b) The Student Placement Officer, a post-secondary student, is involved in student job placement and Hire-A-Student promotion. This position allows students an opportunity to gain experience in interviewing and referral techniques.
  - c) Support Staff are secondary or post-secondary students who do employer visits, school presentations, take charge of publicity, or provide clerical support to the urban offices.
- 2) Rural Hire-A-Student centres are located in towns with a population over 1,500 or demonstrating a need. The student staff place students in jobs, encourage employers to hire students, provide information on job search techniques and where students may obtain career and post-secondary institution information. Number of staff per individual centre is less than four.

The following positions are available in rural centres:

- a) A Regional Coordinator, usually a second or third year post-secondary student, assists committees and office managers with their local program. They work out of urban Hire-A-Student centres, Canada Employment Centres, or provincial government offices and act as a resource staff. Committees usually invite the Regional Coordinator to sit as a member and delegate the responsibility for supervision of details of local office management to this resource person. The duties of the Regional Coordinator are:
  - to establish and maintain supporting services for the operation of Hire-A-Student in an assigned region of the province.
  - to operate training and orientation sessions for office managers in the regional area.
  - to maintain and provide daily logs and statistical reports.
  - to prepare and issue a regional newsletter.
  - to contribute to the Hire-A-Student provincial newsletter.

- to provide an assessment of the operation of individual Hire-A-Student centres.
- to submit a final report on the regional Hire-A-Student operations.
- to provide students, employers and the general public with career resources and government programs information on request.

b) The Office Manager, a high school or post-secondary student, often has to be a "one man show" because at various times, he/she is expected to act as promotions expert, orator, secretary, supervisor or statistician. The duties of the Office Manager are:

- to organize and operate a local Hire-A-Student office according to Hire-A-Student committee direction.
- to provide students with information on the program, job search techniques, employment opportunities, and the process of completing job applications, and to register students looking for work.
- to contact student unions, service clubs and other groups to inform them of the program, solicit support and promote student hiring practices.
- to plan and carry out a promotional campaign for the program in the community. This entails working with the media, making and displaying posters, creating and carrying out publicity events, organizing special job creation projects, and contacting home-owners regarding odd job prospects for students.
- to receive job orders from employers, and make suitable student referrals to available jobs.
- to maintain a log book on daily activities.
- to prepare reports as required.
- to submit contributions to the regional and province-wide newsletters.
- to maintain appropriate records of student registrations, placements and promotional activities for the committee and



the provincial and federal governments as required.

- to respond to student and employer requests for further information on government programs and careers.

#### G. Funding For Hire-A-Student

Hire-A-Student centres receive monies for operations from various sources and through differing methods. For example, Alberta Advanced Education & Manpower provides direct dollar support to Hire-A-Student committees via contractual agreement(see Appendix C - Hire-A-Student Funding Support). Many Hire-A-Student centres also solicit cash support or donations in kind(e.g. office space) from municipal governments, service clubs, students unions, etc. In these cases, it is the Hire-A-Student committee who assumes responsibility for the money and determines how it will be spent.

The federal government channels their resources through Canada Employment Centres, and gives responsibility for allocation to the local CEC manager. These resources take the form of person-months(ie staff), O & M(operating and maintenance), and advertising.

All Hire-A-Student centres enjoy community support. In 1979 fifty-one also received provincial monies, eleven were federally funded, and eight had resources from both governments.

Because the media is usually interested in funding, staff should be aware of the sources. It is suggested that local community groups head any list presented to the press, to ensure acknowledgement of their valued support.



# ***H.A.S. Objective***





## HIRE-A-STUDENT OBJECTIVE

### A. Program Objective

The objective of the Alberta Hire-A-Student program is to help students find jobs and to satisfy the summer staff requirements of Alberta employers. As activities always relate to this, staff must have an understanding of why students want jobs, and why employers hire students.

#### 1) Why Students Want Jobs

Students can perform a number of different and interesting jobs during the summer. The work they can do depends on their educational background, age, previous work experience, volunteer activities and possible physical strength.

Each student has his/her own reasons for seeking a job during the summer break. However, a few key motivators are as follows:

- a) Experience - many students recognize the importance of obtaining practical experience during the summer that is related to their career interest.
- b) A lead to permanent employment - some employers recruit full time staff from among their former summer student employees. As well, the employer may select part-time staff during the school term from his summer staff.
- c) A desire to relate school learning to practical business situations - as students receive more education, they can apply it to actual work situations.
- d) A desire to be productive - few students are satisfied to pass the summer months without accomplishing something.
- e) Finances - students count on summer income to offset living expenses during the following school term.

## 2) Why Employers Hire Students

Employers hire students for several different reasons. Some businesses are busy during the summer and may need the extra hands and help that students can provide. Retail outlets need extra staff, and students can do an excellent job of serving the public. Some businessmen remember how much a summer job meant to them. Others see hiring students as a means of giving students an opportunity to gain practical business experience.

Similarly, there is scarcely a home-owner who doesn't have a job or two around the home that needs to be done. Such tasks can be taken care of, and well, by students.

## B. Achieving The Objective

Overall, Hire-A-Student is service, with a smile and focuses on the following:

### 1) Employer-related activities

- to locate potential employers and identify to both the employers and the community the benefits of hiring students.
- to promote public relation activities which support hiring students and endorse students as responsible members of the community.

### 2) Student related activities

- to facilitate the matching of potential employers with those students seeking jobs.
- to offer job search information and assistance to students.
- to help students plan their own money making projects(job creation).

The remainder of this handbook provides information and ideas on how to do these activities, and reflects what has worked well in Alberta Hire-A-Student centres over the years.

# ***Legislation***



#### IV LEGISLATION

It is essential that Hire-A-Student staff be familiar with the legislation which applies to student summer employment and have an understanding of how this legislation affects Hire-A-Student. This must be done before receiving student registrations and employer orders or referring students to a job.

##### A. Labour Regulations And Standards

The Alberta Department of Labour legislates labour regulations and standards under the Alberta Labour Act. The following current Board of Industrial Relations Orders should be posted in your office:

- Number 1 - Minimum Wages
- Number 2 - Minimum Wages - Students Employed Part-time
- Number 11 - Hours of Work
- Number 21 - General Holidays
- Number 31 - Vacations with Pay
- Number 61 - Termination of Employment

And Alberta Regulations 318/74 - Employment of Young Persons

The above orders provide detailed legal information, so for a quick reference to labour laws, consult the pamphlet LABOUR STANDARDS IN ALBERTA.

Below is a brief summary of some important considerations from the Alberta Labour Act regarding student employment.

##### 1) Age

- students 12 and up to 15 years(adolescents)
- are limited to type of employment(see 318/74)
- employer requires written consent from parents
- student cannot work between the hours of 9pm to the following 6am.



- students 15 and up to 18 years (Young person)
  - student cannot work between the hours of 9 pm and 12:01am unless working with at least one other person 18 years or older.
  - student cannot work between the hours 12:01am to the following 6am unless working with at least one other person 18 years or older and unless the employer has written parental consent.

## 2) Wages

- for students 18 years and older the minimum wage is \$3.00/hour.
- for students under 18 and working part-time during the school term from September to June the minimum wage is \$2.50/hour.
- for students under 18 and working in July and August the minimum wage is \$2,85/hour.
- The Alberta Labour Act does not apply to domestic or farm labour jobs. Therefore, jobs at an employer's home, (ie babysitting, lawn mowing, window washing, and painting) and jobs on farms do not have to conform to minimum wages, parental consent and other requirements outlined in the Labour Act.

The Act does apply if the employer is a business firm or other registered employer. Note that mowing lawns, painting, and window washing at an office or other business is covered by the Alberta Labour Act.

**Note:** Rumour has it that minimum wages will be increased this spring. Ask your regional coordinator for clarification when you start work.

### 3) Hours of Work

- overtime: except in special cases, the allowable hours work are 8 hours/day, 44 hours/week in a maximum of six working days per week. Persons working more than this are entitled to over-time pay.
- minimum hours of work for students under 18, attending school and working part time during September to June: "Where any period of employment of an employee is less than two consecutive hours, the employee shall be paid wages for two hours at a rate not less than the minimum wage to which they are entitled."
- minimum hours of work for students over 18 years of age or under 18 years of age and not attending school (ie during July and August): "Where any period of employment is less than three consecutive hours, the employee shall be paid wages for three hours at a rate not less than the minimum wage."

Hire-A-Student centres provide information on labour regulations to students and employers, preferably by handing out the appropriate Alberta Labour pamphlets. Hire-A-Student should provide employees information on whom to contact re: suspected infractions of labour regulations (ie nearest Alberta Labour Standards Branch), but staff should never be directly involved in any dispute, other than to immediately inform their committee of the situation.

### B. Alberta Human Rights

The Alberta Department of Labour legislates the Individual's Rights Protection Act. This legislation is designed to provide protection against discrimination in employment because of race, religious belief, color, sex, marital status, age, ancestry or place of origin.

Read the information in the employer's kit prepared by the Human Rights Commission. This explains how the act applies to employee recruitment. You may have occasion to explain these government guidelines to employers.

### C. Citizenship

Only Canadian citizens, landed immigrants, and students with working visas are eligible for employment.

Foreign students are in Canada for educational purposes only; they are admitted on the basis that they can maintain themselves on an equivalent standard of living with Canadian students. Money for their existence is to be sent from their home country. Foreign students are made aware before entering Canada that they are not allowed to accept employment in this country. Student placement offices therefore, do not have the right to offer their services to foreign students.

Be aware that if a foreign student is found to be employed illegally, they are subject to deportation with very little chance of returning to Canada.

### D. Social Insurance Numbers

All people going to work in Canada must have a Social Insurance Number. Anyone of any age can apply for a Social Insurance Number(SIN) which they keep for life.

If someone comes in to apply for a SIN, give them a kit and help them fill out the form. Directions on how to fill out the form are provided in the booklet in the SIN kit. When the application form has been filled out, ask them to take the form in person to the nearest Canada Employment Centre.

In order for the application to be verified, the applicant must have two pieces of identification, one of which must be a birth certificate or certified copy(a photo copy alone won't do). Another piece of identification could be a school identity card, Alberta Health Care Card, Driver's license or report card.

The application should only be mailed if it is impossible for the applicant to go to a Canada Employment Centre in person. Mailing in original documents is normally not recommended as documents may be lost. If an applicant must apply by mail, have them get a mail-in kit from the local post office.

During the summer, you may hear the phrase "the distinctive number 9". This refers to non-immigrants with work visas authorizing them to work for a specified employer in Canada. They may not work for any other employer unless their visa has been authorized at a Canada Immigration Centre. These people will have a SIN with a "9" for the first number in the 9-digit series. Hire-A-Student and Canada Employment Centre staff may not assist these persons to find work. They should be referred to the nearest Canada Immigration Centre.

However, there are special circumstances where persons with Social Insurance Numbers starting with "9" may have special permission to look for work in Canada. Their papers should indicate this special permission. If in doubt, contact your local Canada Employment Centre.

There will also be students in Canada authorized to work for specific employers under the International Student Exchange Program. This will be indicated by the visa in their passports. We do assist some of these students to find work, but they must report to their Canada Immigration Centre in person if they change jobs. Contact your regional coordinator or nearest Canada Employment Centre if you are not sure of a person's status or right to work.

Refugees who have come to Canada recently receive landed immigrant status, and as such are entitled to work. Their passports should show a Landed Immigrant stamp and they should either already have a Social Insurance Number or should go to their Canada Employment Centre in person to apply for one.



#### E. Privacy Legislation

The information given to you on the registration card is strictly confidential. Under no circumstances should data be released without prior consultation with your regional coordinator to ensure that you follow procedures recommended by the local Canada Employment Centre with respect to this legislation.

#### F. Injury On The Job

As a placement agency, Hire-A-Student refers students to prospective employers. It is the employer who makes the final decisions on whom he hires. NEITHER HIRE-A-STUDENT NOR ITS SPONSORING AGENCIES HAVE ANY LIABILITY FOR INJURY OR DAMAGE TO THE STUDENT OR HIS PROPERTY WHICH MIGHT OCCUR WHILE HE/SHE IS WORKING ON A JOB FOUND THROUGH HIRE-A-STUDENT.

Many jobs placed through Hire-A-Student are domestic or farm labour. Therefore, in most cases, students should consider themselves as private (independent) contractors and assume self-responsibility.

#### G. Parental Consent

As outlined in the Alberta Labour Regulations, in some cases employers require written parental consent to employ students. It is THE RESPONSIBILITY OF THE STUDENT BEING EMPLOYED TO GIVE HIS/HER PARENT'S WRITTEN CONSENT TO THE EMPLOYER.

In response to committee request, the Hire-A-Student Resource office developed the sample letter and form shown on the following pages. Neither is a legal document. Hire-A-Student offices should consider use of such letters and forms as simply a method of informing parents about the labour legislation. Student staff should ask their committees for direction in this area.



Dear Parent/Guardian:

A Hire-A-Student(H.A.S.) office has been organized in your community to assist local students in finding summer jobs. The Hire-A-Student office manager will be taking job orders and referring students to these job orders.

The Alberta Labour Act limits the type of work that students fourteen and under can perform. These students may be employed in domestic services such as lawn-cutting, hand raking, general clean-up, or baby-sitting. The student of this age group may also be placed as a delivery person of small wares for a retail store, clerk or messenger in an office, as a clerk in a retail store or as a delivery person for the distribution of flyers or hand bills - providing that such occupation is not nor is not likely to be injurious to the life, health, education or morals of the student.

As an employment service, Hire-A-Student refers students to prospective employers. It is the employer who makes the final decision on whom he hires. Hire-A-Student does not assume liability for any injury or damage to the student or his property which might occur while he/she is employed on a job through Hire-A-Student.

Please sign and return one copy of the attached form if you consent to your child or ward being placed in a job through Hire-A-Student.

Thank you for your attention to the above matter.

Yours truly,

(name)

Office Manager

\_\_\_\_\_ Hire-A-Student

(address)

Phone number

\_\_\_\_\_ Hire-A-Student

\_\_\_\_\_ Address

\_\_\_\_\_ Phone Number

Parent/Guardian Consent Form:

This is to certify that I consent to my child or ward being referred by the Hire-A-Student office to a possible job placement.

I also consent that my child or ward may be employed as:  
(show occupations on the following lines)

_____	_____
_____	_____
_____	_____
_____	_____

I am aware that Hire-A-Student and its sponsoring agencies are not responsible in case of accident, injury or sickness to my child or ward.

Name of Student \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

***Service To  
Employers And  
The Community***





## V. SERVICE TO EMPLOYERS AND THE COMMUNITY

### A. General

For Hire-A-Student, an employer is anyone who will hire a student to do a job. This job can last the summer, a week, a day, or even a few hours.

This definition means that everyone in your community ( businesses, householders, farmers, government, etc. ) is a potential employer. Approach any presentation with the Hire-A-Student objective firmly in mind - to help students get jobs.

Naturally, your first contacts will likely be with "known" employers, generally from the "private sector"(ie business community). When speaking with them, be aware of what hiring a student means to business people. As well as salary dollars, they must also pay the employers' share of Canada Pension, Unemployment Insurance, Workers Compensation, etc.. A good employer also budgets for a time expenditure to train staff.

You may have to persuade business that both the time and money will be well spent and show that there will be a return on this investment.

### B. Employer Contact

The following information is specific to the individual employer relations visit(called an ER). It is up to you to choose from this the areas that will also be applicable to community group presentations.

#### 1) Preparation for Employer Visits

- a) Talk to your Hire-A-Student committee. They will help you understand the economic conditions and employer attitudes current in your area, and can suggest methods of approach. Some committees accompany local office managers on their first few

employer visits. Be aware that this is dependent on how they see you doing your job in the most effective way. For example, if employers in your area applaud self-reliance, it would not help you sell student capabilities if you did not approach them entirely on your own.

- b) Make a list of all the employers in your area. This can be done by looking in the phone book, consulting town offices, your Chamber of Commerce or Board of Trade, and your committee members.
- c) This year, staff is asked to list the business with its standard industrial code. The Standard Industrial Code Book(S.I.C.) (see Appendix D) is used in all Canada Employment Centres. It lists all the types of industries or kinds of business and assigns a code number to each one. Placements are recorded by this industrial code for statistical purposes in order that we can determine in which industries we are placing people in jobs.

The important thing to remember is to find out from an employer what kind of a business he is in. This is often easy since one can tell by the name of the company. Hotel Macdonald is a hotel, code 881 and the New Main Cafe is a restaurant, code 886. However if PCL phones in, you may not know this is the new name for Poole Construction Ltd., code 404(building construction) and you will have to ask. Joe's Welding is easy, code 421(Special Trade Contractors) but Acme Enterprises may be difficult as they may do everything from sell gas to rent equipment. If the major portion of their business is renting equipment their code is 485. Remember, once properly assigned, a S.I.C. code stays the same for each employer. A common mistake made is to think that if PCL phones in for a welder helper, then the code is for a welding contractor(code 421). The code is determined by the industry not the occupation!

All CECs have employer files and have already assigned codes to their established businesses for most of their town. You could visit your CEC or have your regional coordinator obtain an alphabetic listing of employers and indicate the correct industrial code opposite the name for easy reference. If you have an up-to-date employer number, this list could be passed on to your local CEC at the end of the summer as many CECs do not always have time to update their employer files for smaller rural centres. This sheet could be a handy reference list for you and should be kept on file for next year.

#### EMPLOYER LIST

<u>Name and Contact:</u>	<u>Address</u>	<u>Phone</u>	<u>S.I.C.</u>
Acme Enterprises Ltd. Bert Williams	124 - Front Street Box 421 Smalltown, Alberta T5H 1N6	627-3947	485

- d) Plan to do your employer visits as soon as you are hired.  
Using your list, anticipate which employers will be able to use help the earliest (ie landscaping, construction) and time your visits accordingly.
- e) Don't make the mistake of thinking that you can do dozens of calls in a day and note that Monday mornings and Friday afternoons are generally poor times for a visit.
- f) Don't forget the little guy. Quite often large companies have very effective summer placement systems but small companies do not.
- g) Some office managers have found it effective to send employers a brief letter of introduction outlining Hire-A-Student services, office location, phone number and hours of operation. They then

follow up the introductory letters with a phone call to the person responsible for hiring and arrange an appointment.

## 2. Employer Visits

- a) When you visit the employer, remember to take all your equipment (ie pamphlets, business cards, job order forms and employer visit record sheets). Another item that might come in handy is this Hire-A-Student handbook. Sometimes employers ask questions that you are not sure about. Look in your book; show the employer that you are interested in finding the answer. An employer likes to see initiative, he may judge other students by your example.
- b) Dress is very important. This does not mean that your Sunday best is required, but dress to suit the business you are contacting. Note that many employers have a real aversion to jeans; play it safe, don't wear them. Be neat and clean -- and smile.
- c) The purpose of your visit is to encourage the employer to hire students - preferably through the Hire-A-Student office. To do this, why not get the full-time staff to help you? When you go into a business, greet everyone there in a courteous, friendly, professional manner. If you make a good impression on the staff, they might suggest to the employer where they could use student help. Further, some employers often delegate hiring responsibility for casual staff to these employees.
- d) Keep your eyes open. Look for jobs a student could do. For example: you see that the employer's stock room is a mess, or the windows are dirty, etc.. Later, use these observations when speaking with the employer to diplomatically suggest where a student could help him/her out.
- e) When you meet the employer be prepared. Have some sort of greeting and know a little bit about the business(ie size, service or goods



provided, etc.). For example, if you are going to a restaurant, you might say to the manager, "Good morning Mr. Smith, I understand that you have the only restaurant here that specializes in French cuisine." If the employer knows that you are interested in his business he will be interested in yours. Chances are he will be more ready to utilize Hire-A-Student services.

- f) Speak about the benefits of hiring a student. Emphasize that students are available for full-time or casual jobs. Explain to the employer that you have a number of students registered, and outline some of their skills, experience and training. You could also casually mention that younger students exhibit enthusiasm for almost any job.
- g) Explain how the Hire-A-Student office will, at no cost to employers, screen and refer suitable applicants to them. Stress that it is the employer's responsibility to interview and assess (ie to hire only if the student will satisfy the job requirements). Mention that you can do a better job of referring students when employers are specific about qualifications when placing the job order.

You may also want to mention to the employer that if you can't satisfy his/her needs from local student resources, that, with the assistance of the local CEC, you can bring in a student from another locality or even another part of Canada (See Appendix E, Clearance).

- h) Ask for questions. If you are asked a question you can't answer, be truthful. Tell him you'll find out and get back to him - and then be sure you do it.

(Note: Employers often have questions about the minimum wage rate for students, so carry copies of the pamphlet "Labour Standards in Alberta" that you can leave with him/her).



- i) Give the employer a business card and information pamphlet.  
Thank him for his time.
- j) If you don't get a job order, don't be discouraged. The employer may need time to think about the information, and find out from staff where a student could be used. Fill out an Employer Visit form(see below), including employer's name, the industrial code of the business, address and a record of the events that happened on your visit. Also, record any comments made by the employer concerning Hire-A-Student. If the employer has mentioned that he may require help later in the summer, be sure to note a "call back" date on the calendar.

◆ Manpower and Immigration Main-d'œuvre et Immigration

REPORT OF EMPLOYER VISIT  
RAPPORT DE VISITE À L'EMPLOYEUR (FRONT)

Employer's Name - Nom de l'employeur <b>Peking Restaurant</b>		Address - Adresse <b>414 - 3 Avenue S.</b>		S.I.C. Ind. Code - C.T.I. <b>886</b>
No. of Employees Nbre d'employés <b>20</b>	Person Interviewed - Personne interviewée <b>Mrs. Sam Wong</b>	Title - Titre <b>Assistant Manager</b>	Date of Visit - Date de la visite <b>May 1, 1980</b>	
Employer's Use and Need of Departmental Services - Services du ministère requis et utilisés par l'employeur				
Has used our services in the past.				
Was pleased with Hire-A-Student.				
Doesn't need anyone now; may need people at the end of May for waiter/waitress positions.				
Recommended Follow-Up Action - Suite à donner <b>May need waiter/waitress end of May.</b>				
			Next Visit - Prochaine visite <b>May 24, 1980</b>	
Name and Position of others present during visit - Nom et titre des autres cadres présent lors de la visite <b>Mary Lee - hostess</b>				
<b>Bruce Smitt - waiter</b>				
Major Function of Visiting Officer Principale fonction de l'agent visiteur MC <input type="checkbox"/> SS <input type="checkbox"/> A/MGR <input type="checkbox"/> MGR <input type="checkbox"/> <input type="checkbox"/> Not applicable to H.A.S. <input type="checkbox"/> CM <input type="checkbox"/> GER/S <input type="checkbox"/> GER. <input type="checkbox"/>		Report Completed by - Rapport rempli par - <b>Lorie</b>		Date of Report - Date du rapport <b>May 1, 1980</b>
				Supervisor's Initials Initiales du superviseur

OBSERVATIONS ABOUT EMPLOYER — General Information, Recent Business and Manpower Developments, Turnover, Future Plans, Work Force Composition, Seasonal Fluctuations, etc.

REMARQUES AU SUJET DE L'EMPLOYEUR — Renseignements généraux, événements récents relatifs à l'entreprise et à la main-d'oeuvre, roulement de personnel, projets futurs, composition des effectifs, variations saisonnières, etc.

-large restaurant - seats 200

-has been established since 1965 and expanded facilities in 1978

-hires own relatives for summer help but may need additional waiters  
and waitresses

-employs - 3 cooks

1 hostess

1 mixologist

15 waiters/waitresses on shifts

-no bus service to area after 10 p.m.

-is busy after 7 p.m.

-hours of operation 11:00 a.m. - 2:00 p.m.

### 3. Expecting the Unexpected

If you are properly prepared, and have a confident, positive and professional attitude, your visit will go well. However, on occasion, you may encounter one of the following situations and should be prepared to handle it:

- if the employer has had a bad experience with a Hire-A-Student referral, agree that there are some students, who, like non-students find it difficult to hold a job. Remind the employer that Hire-A-Student will make referrals, but it is the employer's responsibility for hiring(Note: don't be surprised if this is new information to the employer. In past years, some employers thought they had to hire the first student sent to see them). State that the employer has no obligation to hire students referred if they can not fill the job requirements. You could suggest that, with a more precise job order, there will be less chance for referral of unsuitable candidates. Conclude by stressing that Hire-A-Student wants employers to be satisfied with the service and ask for suggestions on how you might improve the operations.

- if an employer becomes abusive and unrealistic, politely excuse yourself and suggest that perhaps another time would be more opportune to discuss student employment. DO NOT engage in an argument with an employer. We do not want to win arguments and lose jobs for students. Let your committee chairperson know what occurred.
- if you encounter the friendly, talkative employer, it is often best to present as much material as possible in a reasonable time and then politely but firmly leave.
- if you receive an "on-the-spot" employer order, fill out the job order form and inform the employer of what he can expect to happen. If you think the job order will be difficult to fill (high qualifications or low wage rate) tell the employer, and explain why. Suggest he also look on his own. Always be open and honest. It prevents misunderstandings later.
- if you run into an employer who doesn't keep an appointment, remember that employers sometimes have to deal with emergency situations and honestly forget about prior commitments with Hire-A-Student. Make another appointment; if the employer again is not available send him a letter that details Hire-A-Student services.
- if the employer is obviously very busy when you call, suggest that you will return at a better time and leave a pamphlet.

### C. Service Club Presentations

1. Each community has several groups organized by community minded citizens (e.g. Chamber of Commerce, Board of Trade, Lions, Rotary, Kinettes, etc.). A list of the groups and their senior officers' phone numbers is likely available through the town office.

As soon as you start work, you may wish to contact these groups for financial support, or simply to advertise Hire-A-Student services. Phone the senior officers to find out when the regular meetings are held. Follow this up with a formal written request to speak to the group and state the date or dates you will be available. It's a good idea to attach a draft outline showing the approximate length of your presentation.

Prepare the presentation, including the same general information provided on employer visits, but also stressing how Hire-A-Student provides service to students and the community.

Use the following check list to ensure you have covered:

- a) Personal introduction - e.g. I'm Pat Student, manager of the Hire-A-Student office located at . . .
- b) Purpose of the visit - e.g. we need your help to make Hire-A-Student a successful community effort. Governments provide limited monies, generally just to cover staff wage costs, so we need your support as a committee member, or by employing students, or by supplying accommodation for the office, desk, phone rental, office supplies, or by helping out with co-operative advertising, etc.. Therefore we are asking you to . . .
- c) What is Hire-A-Student - e.g. a program aiming to bring students and employers of the community together in an employee-employer relationship, a student run pre-screening service; it's been in your area for . . . years and placed . . . students last year, etc..
- d) Who is involved - e.g. the Chamber of Commerce, community groups, and federal and provincial governments. Chairperson is . . .
- e) How the community can use Hire-A-Student - e.g. it's a free referral service, can provide help for jobs . . .
- f) Conclusion - restate the purpose of your presentation, mention again where the Hire-A-Student office is located, hours and telephone number, and thank your audience.



2. Basically, successful public speaking requires honesty(I've got a true story to tell), brevity(who wants to listen to me all day) and respect(these people are giving up their time because they think I have something to say).

The suggestions listed below may help you prepare for a speaking engagement:

- over a period of several days, jot down ideas concerning your topic and arrange them in sequence.
- write out the speech in short, crisp conversational sentences. Do not use technical jargon.
- read it aloud several times and condense it into brief headings on cards.
- rehearse several times, using the cards only as a guide. NEVER try to memorize a talk except for the opening and concluding remarks.
- intersperse your talk with illustrations or personal experience.
- explore the possibility of using visual aids such as posters, slides or films.
- stick to the subject and to the time allotted.
- maintain as much eye contact with your audience as possible.
- speak slowly and clearly so that everyone can hear you.
- be "over-prepared". It often pays to have with you all sorts of facts and figures which may enable you to answer unexpected questions.
- distribute pamphlets, your business card or other appropriate literature that will help people remember you.
- make copies of your speech available if media representatives are expected to be present.
- always give the chairman brief biographical information on yourself.
- most important - remember to SMILE.



***Service To  
Students***



## VI SERVICE TO STUDENTS

### A. General

It is your job to provide students with the job search information and materials that have been passed on to you. If pertinent, you can also relate your own experiences to benefit students seeking work. Information sharing is an important aspect of your job. Remember this when interviewing students and giving school presentations.

### B. Student Registration

Very simply, this means having the student fill in the Hire-A-Student registration card provided by the Canada Employment Commission. The card is easy to use and when properly completed, gives you all the information required for good referrals.

Registrations are best done on an individual basis and immediately followed by an interview. When there is no time to do this, have the registration card completed and arrange to interview the student at a later date.

Some Hire-A-Student centres set up booths in schools or take registrations in classrooms to provide service to students bussed in from outlying areas. These centres have found it wise to contact students registered this way after June 15 to ensure that they are still looking for work. They recommend that you don't count these registrations until after this second contact, because a number of students will have changed their plans in the interim.

### C. Interviewing Students

As an interviewer, your objective is to obtain enough information to accurately match the skills, interests and abilities of your client to those required on the employer's order. A good interview

leads to accurate referrals, which in turn promotes good public relations for your Hire-A-Student office. You will achieve your own interview"style", but generally interviews have the following format:

- 1) When greeting the client, maintain eye contact and show respect.
- 2) Take time to put the client at ease. (i.e. talk about the weather, or topic of local interest, etc.). This is called establishing rapport.
- 3) Although you should try to avoid "set" interview questions, it is a good idea to use the registration card as an interview guide so that you get the required information. Rephrase so that you ask leading questions; sometimes you have to literally "pull" information from the client.
- 4) Skim the registration card. If it isn't complete, this is a good opportunity to inform the client that employers make assessments based on what they see on application forms. Emphasize the importance of completing applications neatly and accurately.
- 5) If there is no social insurance number, suggest the client apply for one at the nearest Canada Employment Centre, or that your Hire-A-Student office can provide an application kit to them.
- 6) If the client looks extremely young, ask him for identification. If you wish, you could comment on the labour legislation as applicable to persons under 18 years of age.
- 7) Find out the grade the client has completed. This can lead into a discussion about school subjects, likes and dislikes, extracurricular activities, etc.. Such information can be important later. It can help you relate job opportunities to applicant skills. For example, suppose the client liked woodworking and you have a job order for a carpenter's helper . . .

- 8) Do the special skills, special qualifications, and previous experience areas next. Discuss these in detail. Be sure the client has properly assessed these areas. For example, most businesses would not accept twenty words per minute as a typing skill. Or conversely, if the client has not noted activities, inform him/her that some employers find babysitting, volunteer work, etc. as being indicative of responsibility, and that he should be sure to include this kind of activity on applications.
- 9) Now you have the information needed to discuss preferred occupations. Try to differentiate between what the client wants, and what he/she will take. Explain the kinds of job orders you get. Would casual work appeal to the student? If so, put down the name, telephone number, transportation, tools, etc. on your casual worker list. Let the under fifteen age group know that they will have difficulty finding a job because employers prefer to hire older students. Would they be interested in being on an Odd Job Squad?
- 10) At this point you will likely make an assessment of the client's interests, skills and potential. Be sure that this assessment is based on the total interview, not on one or two answers you may or may not have agreed with.
- 11) If you refer the student on a job order, recheck the order to ensure that employer requirements are met. Give the student a referral slip so he knows where to go and whom to ask for. Ask him to let you know the results of the interview so you can take further action on his behalf if necessary.
- 12) If there is no suitable job order, close the interview by telling the student how Hire-A-Student works, and suggest that he check back with you frequently. Speak frankly and honestly about



employment opportunities in your area. Suggest that the client look on his own as well, and provide information on job search techniques.

- 13) Immediately after the interview, record your comments and note the plan of action agreed on by you and the client.

#### D. School Liaison

Since Hire-A-Student provides a service for students, schools are one of the best places to promote the program. However, before interacting in a school, each Hire-A-Student manager must contact educational authorities (ie superintendents, principals, counsellors, teachers) for permission.

You do a school visit when the information you provide deals exclusively with the Hire-A-Student office. But, if you talk about summer employment, job search techniques, legislation applying to students, filling out application forms, writing resumes, handling interviews, etc., and simply mention Hire-A-Student as one place to look for a job, then you are doing a "school presentation" or "creative job search presentation".

- 1) School visits should be done in May and June to provide information on the location of the Hire-A-Student office, telephone number, hours of operation, etc.. You may find it advantageous to:
  - a) set up information booths with brochures.
  - b) speak to classes during school hours or at an assembly.
  - c) organize discussion panels with representatives from schools, business, the Canada Employment Centre, etc.
  - d) assemble a kit for distribution through the guidance office or placement centre (include minimum wage rates, sample resumes, pamphlets, etc.).

- e) organize discussion panels with representatives from schools, business, the Canada Employment Centre, etc.
- 2) School Presentations are one of the best ways to share your information. If you are well prepared before you go, you'll be able to speak with confidence.

Following is a detailed outline for presentations. Likely you will not be given time to do everything listed, so choose those areas you think will be new or important information for your fellow students.

a) Preparing for the Presentation

- i) Look at the time you personally have available. If you are attending school, find out if you can get some time off to do presentations.
- ii) Inform school authorities that you are available to do presentations, and when. It's a good idea to be able to outline the kinds of information you expect to provide, and the time required to do so. This professional approach will help win their approval.
- iii) After obtaining approval, write a letter of introduction to all schools(or teachers of classrooms) that you wish to visit, enclosing the basic outline of your presentation. Follow-up with a phone call a week later and schedule your presentation in terms of the time they will give you.
- iv) If the school or teacher will not let you do a presentation, offer to drop off some information or ask for time on the intercom system to announce the opening of the Hire-A-Student office, and the location and phone number.
- v) Ask your school contact person to put up posters and other promotional material three or four days before your appearance. (Remind them to put one up in the staff room).

b) Presentation Content

- i) Introduce yourself and state the purpose of the presentation (ie to discuss creative methods for finding jobs).  
Immediately involve the students in this presentation by asking them questions (ie how many have a job, how did you get it, etc.).
- ii) This can lead into a discussion on where students should start looking. Encourage them to follow the steps listed in the pamphlet "Seeking Summer Employment Sensibly". Encourage them to look on their own, and to register with Hire-A-Student.
- iii) Tell about Hire-A-Student, give the office location, telephone number, and hours of operation. Explain the registration process, and outline the types of jobs that will be available through your office.
- iv) Legislation is important. Mention minimum wage, hours of work and other working conditions; note that all employees must have a social insurance number, and explain how to apply for one.
- v) Stress the importance of filling in application forms neatly, honestly and accurately. Suggest they double check the form, especially with respect to name, telephone number and address. Note that past work experience is important, but so are activities students enjoy and do well. It is especially important for first time job seekers to indicate volunteer work, clubs and organizations they belong to, and sports participation. Emphasize that they should indicate the kinds of equipment they can operate (type-writers, front end loader, etc.) and any special certificates they have.
- vi) A resume is a short fact sheet outlining applicant qualifications. If you have time, use the suggested resume outline on page 43 to provide more detailed information, or hand one out at the end of the presentation. (Note: resumes have been "popular" in

past years, but lately, a number of employers have told Hire-A-Student resource personnel that they prefer use of their own application forms. There is no hard and fast rule, so students will have to decide which to use, based on the individual circumstance).

- vii) Suggest to students that a covering letter accompany the application or resume. The letter can specify abilities and accomplishments as related to the type of work they are seeking and/or that particular employer contact.
- viii) All students want information on how to act on a job interview. Mention the basics such as taking required papers and information (ie driver's license, Social Insurance Number, birth certificate, names, address and phone numbers of references, etc.), being conservatively dressed and arriving ten minutes early for the interview. Stress that they should never take anyone with them to the interview, and that they should know as much as possible about the company (ie produce or service sold, size of operation, kinds of jobs available, etc.). If you have the time, expand this section through role playing or a film to include the following interview dos and don'ts:
  - ...don't sit until requested to do so.
  - ...be natural and relaxed, but business-like. Don't slouch or fidget.
  - ...let the employer control the interview.
  - ...give brief, complete answers; avoid rambling.
  - ...stress qualifications without bragging.
  - ...during the interview, remember to keep eye-to-eye contact with the interviewer.
  - ...do not "bad mouth" previous employers or co-workers.
  - ...if the employer does not indicate when further contact will be made, ask when you may learn his decision.

...thank the employer for the interview.

Further, suggest to the students that they can anticipate some questions the employer might ask such as:

...why do you want to work for this firm?

...what do you have to offer the company?

...what salary do you expect?

...do you intend taking a summer vacation?

ix) Don't forget to mention how to keep the job. This is dependent on attitude, appearance, interest, and reliability. Note that a reference from an employer will likely indicate how they performed on the job, not on how well the employer liked them personally.

x) You may want to mention alternate summer activities for students. Volunteer work can be challenging, and provides good experience and training, and the hours are flexible. But remember to note that volunteer work is like any other job, there are commitments and responsibilities. Summer courses can broaden knowledge and abilities and help develop interests.

xi) Ask for questions; don't be upset if you don't know the answer. Tell the student you'll find out, and then get back to him/her.

xii) When concluding the presentation, repeat who you are, and the Hire-A-Student office, location and phone number. Leave handouts and information pamphlets(ie "Seeking Summer Employment Sensibly") and thank them for being good listeners.

c) School presentation follow-up

Ask your school contact person for an evaluation of your presentation. This will give you more ideas and pinpoint areas where you can improve.



3. Use school facilities to advertise Hire-A-Student services. For example, you can:

- place posters or bulletins in central areas, and in school buses.
- enlist the support of the student council.
- write a column in the school newspaper.
- make announcements over the public address system.
- participate in a Careers Day.
- display publications in the library and foyer.
- arrange to take registrations at the schools from students who live in rural areas and do not have easy access to the Hire-A-Student office, or leave a supply of forms for students to complete and mail to your office.

## SUGGESTED RESUME OUTLINE

NAME:  
ADDRESS:  
TELEPHONE:

SOCIAL INSURANCE NUMBER:

BIRTHDATE:  
CITIZENSHIP:

EMPLOYMENT INTEREST OR CAREER OBJECTIVES: Try to relate your specific interests to the job at hand or state what you expect from the job in terms of short or long-range goals. Be brief.

EDUCATION: Short paragraph that includes name of school, type of program, date started and completed and area of interest if applicable.

WORK EXPERIENCE OR EMPLOYMENT RECORD: (List all previous jobs held), - most recent job first, then others in chronological order. Include the following: a) position held, b) employer's name, c) employer's address, d) your responsibilities, e) wages - dates of employment, f) reason for leaving.

SPECIAL SKILLS: Any special courses you have taken, machines you can operate, etc. that you feel may relate to the job.

VOLUNTEER WORK OR RELATED EXPERIENCE: State here any information on volunteer activities, clubs, and organizations which have helped to build up skills related to work. Include: a) name of group, b) period of involvement, c) duties.

EXTRA-CURRICULAR ACTIVITIES: List here any organized sports, campaigns, etc., in which you have been involved.

OTHER INTERESTS: More personal section describing your "spare time" activities and hobbies.

REFERENCES: Either listed or supplied upon request.

BE BRIEF, NEAT AND CORRECT

#### E. Job Creation for Students

Most offices have a large number of 12 - 15 year old students registered. These students have limited job opportunities. As a help to these students (and older ones) in their sincere search for work, the office manager should consider job creation projects for July and August. Further, job creation projects can benefit the community by providing a needed service for a short period of time (e.g. a town cleanup after a fair). They also can provide an opportunity to increase community awareness of the program, and benefit students by giving an opportunity to earn "pocket" money and gain experience.

- 1) When a younger student registers with your office, ask if they would be interested in being on an Odd Job Squad. Keep a list of willing odd job workers handy and call upon them if you decide to organize a project. You must have the student's support and enthusiasm first. An Odd Job Day isn't any good if only two students show up to work.
- 2) As Hire-A-Student office manager, you should only be involved in the preliminary organization of job-creation projects. Your role is that of initiator; once you've got the ball rolling you should act as a resource person and let the other students gain experience in setting up projects. To do this you will need to:
  - get all interested students together and ask them to consider what activities would be appropriate for their town. Ensure that their service does not duplicate or conflict with those already provided. (Remember to ask your committee members for their suggestions and assistance).
  - have the job creation group select one person to be responsible for direct supervision and coordination.
  - have the selected supervisor and the students plan their activities to the very last detail. Go over the plans, preferably with the Hire-A-Student committee, and provide suggestions and constructive criticism to them. Consideration should be given

- to the age group of the students, the number that will show up, weather, money involved (ie fee. vs hourly rate), who will provide supplies, who will handle supervision, and as well, how to reach the employers.
- have the supervisor ensure that each student understands what his/her task is, and is committed to doing a good job.
  - suggest methods the students can use to promote the activity. Ensure that they have allowed for the time required to publicize the event before it happens. Also, be sure to tell them to include the day, event, location and time of the activity on all promotions.
  - keep records of all students involved.
- 3) Some centres encourage the individual student to do their own job creation projects (ie blitz householders for odd jobs). To help them, the Hire-A-Student office supplies a flyer, listing these odd jobs, and leaving space on the flyer so that the students can fill in their own name and home phone number.
- 4) Following are some job creation projects which have been successful in the past:
- garbage-a-thon
  - town clean-up
  - Operation Vacation (cut grass, hoe gardens, look after pets, plants)
  - picking rocks
  - window washing
  - fruit stands
  - garage sales
  - Operation Clean-up (after a fair or stampede)
  - selling baked goods, lemonade
  - approach groups to sell tickets for upcoming events
  - working for senior citizens (washing windows, walls, running errands or just keeping them company)

- set up a day care service close to an auction mart, farmers' market or local fair
- set up a typing service
- sell pop at baseball games
- car washes

#### F. Student Businesses

Several of the larger urban Hire-A-Student centres operate a student business registry during the summer months. Student businesses are run by students who have gained specialized skills through instruction at school or through previous experience. The students learn to deal with the whole spectrum of a business operation. The experience not only increases self-reliance and independence, but can also have a high earning potential.

The community can also benefit from student businesses. Where seasonal businesses are often booked far in advance for work, student businesses can provide immediate service. Many of the businesses have done the same work in previous summers and have obtained a high degree of skill. They have been able to maintain a good quality of work, yet their rates are competitive.

Student businesses can involve many considerations. Initial capital required to get started, licensing requirements, insurance, contractual obligations, income tax, etc. all have to be looked into. Urban Hire-A-Student offices in Edmonton and Calgary run seminars in the early spring for those who are interested in trying a student business of their own. They provide information on starting a student-run business and make employers aware that these businesses exist. The student business can be told of contracts on which it can bid, or an employer may be referred directly to the student business.

This is a fairly new area of Hire-A-Student that is becoming quite popular. If you feel that student businesses might work in your area,



feel free to ask your resource personnel about them. Some successful businesses include landscaping, painting, carpentry, swimming pool cleaning, art work, interior decorating, window cleaning, and housekeeping.

In many cases, odd job squads have been so successful that they have become an informal type of student business. Window washing and lawn cutting crews can create such a demand that the student workers may be booked up for many days. In these cases, the service is routed through Hire-A-Student, with employers calling in orders, and the student team specializing in that particular area being sent out for the job.

# ***Advertising And Promotions***



## VII ADVERTISING AND PROMOTIONS

### A. General

Part of your job is to "sell" Hire-A-Student in your community; to tell people about the service so that they can use it. You want to stir up interest and support for Hire-A-Student. Your goal is to increase both job orders and student registrations so that you can make effective referrals.

There are no instant results from advertising. A newspaper ad or a speech to a service club on a Monday does not mean that you will be swamped with job orders on Tuesday. But you have to let the community know that you are there, and that employers can call on you when they need help.

A good promotions' campaign can be self-perpetuating. Your direct promotions can generate positive "word of mouth advertising" (ie. an employer telling of his satisfaction with the service, community members commenting on the Hire-A-Student float in the local parade, or on the excellent job done by the students on the town clean-up).

How you handle your job is also public relations. You are seen to be representative of students and their capabilities, so act accordingly. Appearance and attitude are important; dress neatly, know what you're talking about, and above all SMILE.

### B. Planning A Promotional Campaign

Planning takes time, and includes consideration of factors that must be in place in order to carry out your campaign.

Following is a four step procedure to help you. Add in your ideas, and take the final plan to your committee for their comment and constructive criticism.

## 1. Brainstorming

The purpose of this step is to get you thinking and collecting as many different promotional ideas as possible. To help you get started, some samples from past years are included at the end of this section. Don't restrain yourself . . . sometimes the wildest ideas are the beginning of the most effective promotions.

Talk to your committee, newspaper editor, regional coordinator, teachers, fellow students, etc. Jot down all ideas as you get them so you don't forget.

It's a good idea to organize yourself by blocking out these ideas. Keep the five "W's in mind:

- whom do you want to reach?
- why do you want to reach them?
- when would be the most effective time?
- what are you going to use to get your information across?
- where and how are you going to get this information to them?

You could divide your summer's activities into student and employer promotions as in the following sketchy examples:



a. Student Promotions

When	What	Where and How	Why
May	posters	school poster competition	explain purpose of H.A.S.
May	announcements school visits, presentations	run off on school duplicator arrange time with school personnel.	inform how to use H.A.S.
May-Aug.	editorial, newspaper article	school, local papers	inform re: office opening and closing, daily hours, location
May-Aug		school intercom-prepare special tapes school bulletin boards school paper local radio, TV station	inform kinds of jobs available
May-Aug	handouts , newspaper article , radio or TV announcement	use school duplicator see local newspaper editors, newsmen	encourage use of Hire-A- Student

b. Employer promotions

When	What	Where and How	Why
May-June	newspaper articles, service club presentations	see editor arrange time with club officials	explain purpose of H.A.S. and its value to them
June	newspaper article	see editor	inform re: students available
May- August	posters advertisements  visits, special events	in stores, public notice boards, post office, see editor arrange with employer float in parade, town clean-up	remind re: office location, phone number, hours

## 2. Research

Gather information on what arrangements are necessary to carry out your promotional ideas (**that** is, the what and where). For example, to put an ad in the paper, you must find out when the news deadline is, how the ad cost is determined, what kind of layouts the paper can do, and whom to talk to at the news office. Get advice from people experienced in advertising and promotions. Their ideas could save you time, and make your campaign effective.

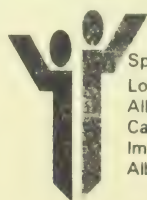
## 3. Selecting the Best Ideas

Look again at the ideas you have developed and decide which ones are possible for you to do. Do a "feasibility" study. Take into consideration:

- a) Promotional costs and your Hire-A-Student budget. Some Hire-A-Student centres must generate monies from within their community to pay advertising costs. Local office managers should check with their committee to see how this is to be done.

Hire-A-Student centres located in facilities provided by the Canada Employment and Immigration Commission receive federal advertising funds. This staff must check with their local Canada Employment Centre personnel to find out advertising allocations and methods of payment.

Note: the Advisory Council recommends that all ads, whether they are paid by the community or government, should include the Hire-A-Student logo with appropriate same size credit lines as in the following example:



### HIRE-A-STUDENT

Sponsored by:  
Local Community Groups  
Alberta Chamber of Commerce  
Canada Employment and  
Immigration Commission  
Alberta Advanced Education and Manpower

- b) local media available(e.g. radio, T.V. stations, newspapers)
- c) other "no-cost" resources. Is it possible to find freebies?  
(ie the school or town may provide some paper supplies and copying equipment).
- d) dates for special local events(ie you might tie in a promotional project with a local fair or exhibition. Remember, 1980 marks Alberta's 75th birthday. Can you help your town with their celebration?).

#### 4. Drafting a Summer Work Plan for Promotions

Jot down on a calendar what promotions you plan to do each week. As well, note the dates of provincial or regional promotions so that you can coordinate activities in your community. This can then be incorporated into your summer work plan,

Timing is critical. You want to reach as many employers and students as possible in May and June. When drafting your plan, consider the following:

- many service clubs recess the end of May.
- school presentations and/or visits must be done before mid-June.
- student registrations and poster contest entries are more easily arranged while students are still in school.
- employer relations visits should be done as early as possible.
- planning an extensive campaign to announce your office opening to employers, students and homeowners.
- replacing posters often so people do not become so accustomed to seeing them that they stop looking.
- getting media coverage - visiting the editor to arrange advertisements and stories. Arranging to be present at special events and visible in the community.

- planning a campaign to close the office. This will help Hire-A-Student get off to a strong start the following year.

### C. Implementing The Plan

You now know what you are going to do. The following will help you with the "how".

#### 1. Personal Appearances

- plan what you are going to say. Have basic information at your fingertips. Anticipate questions you might be asked. Take any hand-out materials (ie business cards, pamphlets, etc.) that give your office location and phone number.
- ensure that your audience knows exactly what you want from them. For example, are you visiting an employer to get a job order, or is your purpose to ask him to sponsor a newspaper ad?
- if you are providing information on the program, be professional in your approach. Stress the advantages of using Hire-A-Student. Indicate the benefits of the program to the community.
- at the close of your visit or presentation, clarify arrangements, responsibilities and commitments. For example, you have asked the students' union for financial support. Find out if further information will be required, and when the decision will be made.
- you got your job as Hire-A-Student office manager because you presented yourself positively to the hiring board. Approach your presentations in the same manner as you did your interview. Your community is interested in you and what you have to say.



## 2. Promotional Materials And Projects

- catch the attention of your audience.
- include all necessary information such as office location, phone number and hours of operation.
- clearly explain the purpose of Hire-A-Student.
- arrange for printing, billing, and distribution of materials, or dates for service club presentations and school visits.
- clear your projects (ie town clean-ups, car washes, etc.) with town officials, etc.
- wind up your campaign by preparing thank you letters and media announcements. Include a brief report on local Hire-A-Student statistics and activities and invite your community to participate next year.

### D. Evaluating The Campaign

As Hire-A-Student staff you are allowed to make mistakes, because the only way you will make any is by trying to do a good job! It's important that you assess the campaign, and note for next year's manager what worked, what didn't and why it didn't.

There are various ways to determine what the community thinks of Hire-A-Student. Discuss the program with employers, students and your committee, and survey other community members by telephone or mail-in questionnaires. Carefully word your questions so that you avoid yes and no answers. For example, ask how they heard about Hire-A-Student to help determine what advertising and/or promotions were most effective.

Your evaluation should also include comment on posters, pamphlets, etc. provided by the Hire-A-Student coordinating team so that materials used province-wide can be revised (or discarded) if they are not having maximum effect.



#### E. Advertising And Promotions Ideas

The following pages show a few examples of what's been done by Hire-A-Student centres in past years. Use the ideas, but add in your own as well.

POSTERS, FLYERS, BUSINESS CARDS, HANDOUTS, DIES



## POSTERS, FLYERS, BUSINESS CARDS, HANDOUTS, DIES

### Special Tips

Purchase a rubber stamp that has your name, office location and telephone number on it. Make sure it is of a size to fit the business card and the tear-off on the "It's Good Alberta Business" pamphlet.

In May contact your local schools for donations of bright paper and poster-making materials for your office use.

Run a poster contest in elementary schools - you can use the posters all summer. Ask the teachers to help you. They might make this a class project.

Put posters up in stores, gas stations, community halls, churches, theatres and post offices.

Print up a number of relatively small posters which an employer could place on his desk or window saying such things as:

I Hired A Student  
Why Don't You?

or

I Hired a Student and  
I'm Glad I Did.

Have flyers or leaflets printed or make them up and approach various outlets to include them in their shopping bags. Examples of slogans are:

Joe's Drugs Hire Students; How About You?

or

You'd be Surprised What a Student can Do for your Organization!

Flyers printed with information about hiring students can be put in householders' mail boxes or delivered through a general mail drop. Each centre must contact the local post office for a householders' permit before they can take advantage of a general mail drop. Or, ask your fellow students to help you with delivery of flyers.

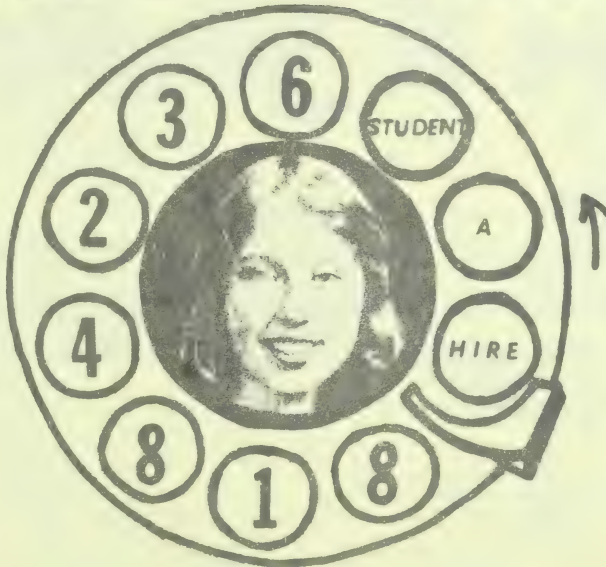
Cooperation on advertising between two or more towns can be an effective way of stretching your budget and reaching those people who shop in neighbouring towns. Get together with the office managers in nearby towns and list both your names and phone numbers on posters and flyers.

Ask restaurants if you can set two-sided business cards on tables or leave your business cards near their cash register.

A die is the message that appears on a letter when it is put through a posting meter. Usually the message is supporting a nonprofit organization. Ask the local post office or other establishments with their own posting meter (such as the town office) if you can have a Hire-A-Student slogan printed and used as a cancellation die.



# CALL SANDY



# HAS

## for : Summer Jobs Summer Help

**YOUR VEGREVILLE HIRE A STUDENT OFFICE IS  
LOCATED IN THE TOWN ADMINISTRATION BUILDING  
(LOWER FLOOR). STUDENTS PLEASE REGISTER  
IN PERSON.**

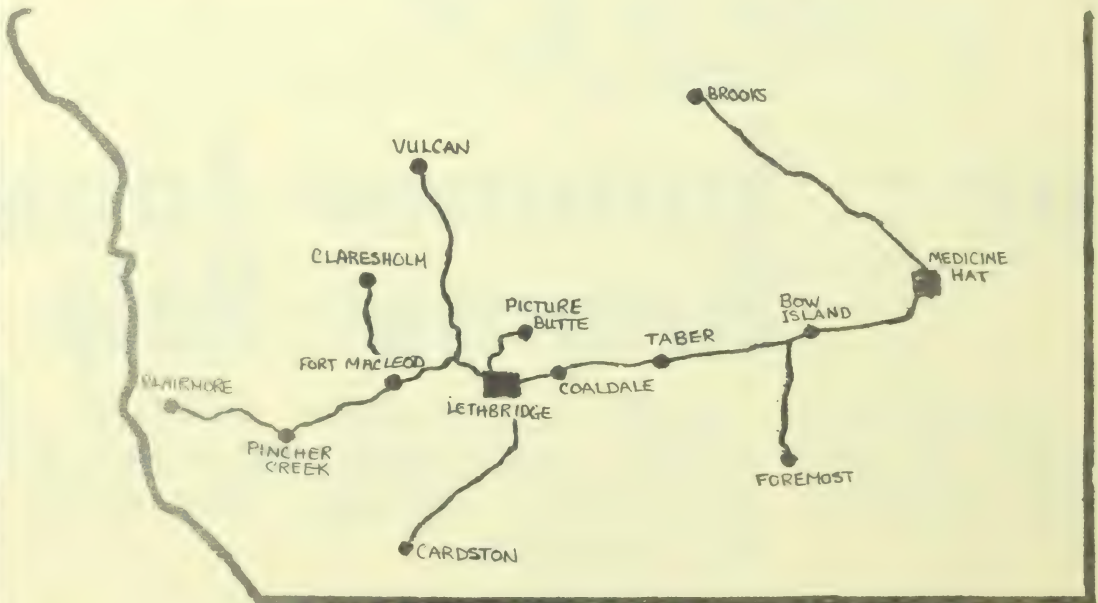
Our objective is to assist students seeking employment,  
and employers seeking students.

We want to encourage active youth in our community. We  
need YOUR support. Register any full-time, part-time, or odd  
household jobs with our office. We are open 9 a.m. - 5 p.m.  
every weekday.



# Hire A Student

**Students:** contact the nearest Hire-A-Student Office to register for summer jobs. **Employers and householders** are urged to do the same to find summer help.



## There's An Office Near You!

*Hire a student Part Time or Full Time  
for your business or around your home*



FLYER TO HOUSEHOLDERS



Lacombe  
"Hire  
- A -  
Student  
is  
having a  
LAWN MOWING  
BLITZ"

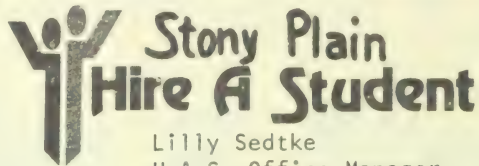
(Homeowners must  
supply lawnmowers)

For only \$1.<sup>00</sup> you  
can have your  
front lawn mowed  
And for only \$1.75,  
both the front and  
back lawn will be  
cut.

PLEASE Book  
ahead - orders  
must be in by  
noon, Wed, July 25, 1979

ON THURSDAY JULY 26, 1979  
AND  
ON FRIDAY JULY 27, 1979  
CALL 782-3832

BUSINESS CARDS



Lilly Sedtke  
H.A.S. Office Manager  
963-2151

FLYER TO HOUSEHOLDERS



**NO** TIME TO MOW??  
**NO** TIME TO PAINT  
THAT FENCE? **NO** TIME  
TO SIT AROUND AND  
SOAK UP THE SUN? WHY  
NOT GIVE **HIRE-A-STUDENT**  
A CALL?! THEY'LL HAVE  
A STUDENT FOR YOU!!  
FOR MORE INFORMATION

**CALL:** CATHY NELSON  
AT  
735-3993  
(REDWATER GOLF CLUB)



# Have A Young Summer ... Hire A Student



FOR MORE INFORMATION

CONTACT KATHY AT

349-3346, **WESTLOCK**

OR DROP BY THE M.D. BUILDING

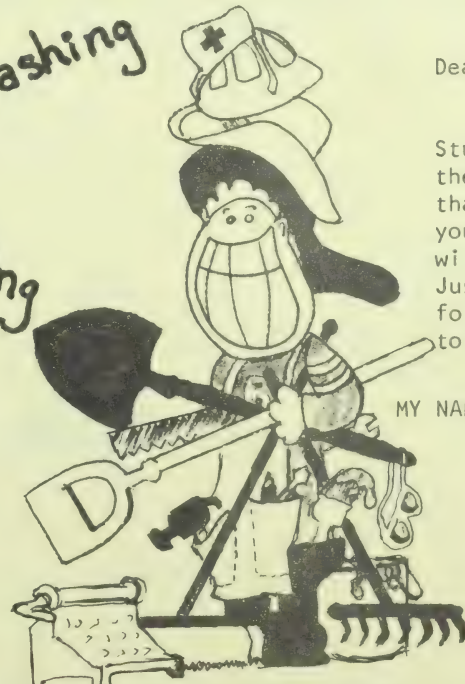
ROOM 102.

SHOPPING BAG TEAR SHEETS

Window Washing  
Babysitting

Lawn Care

Housework



Gardening

Dear Householder:

I belong to the Hire-A-Student ODD JOB SQUAD. If there are any small jobs that require doing around your house, RELAX -- and we will do the work for you. Just phone 234-4101 and ask for me and I will be glad to do an odd job for you.

MY NAME IS: \_\_\_\_\_

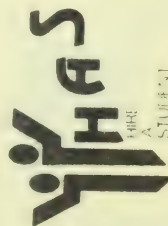
**HAS**  
HIRE A STUDENT  
IN  
FT. MACLEOD



0DD

908

S2UAD



**Ft. M<sup>c</sup>Murray**  
**Hire A Student**

WE PRESENTLY HAVE STUDENTS  
AVAILABLE WHO WILL DO EVERYTHING  
FROM TAKING YOUR DOG OUT FOR A  
WALK TO PAINTING YOUR WHITE PICKET  
FENCE.

CALL THE HIRE-A-STUDENT OFFICE AT  
743-2258

ANYTIME FROM 8:00 TO 4:30 MONDAY TO  
FRIDAY.

GIVE YOURSELF THE OPPORTUNITY OF A

**SUMMERTIME**

In your area of town call:

---

H.A.S. Odd Job Squad Member

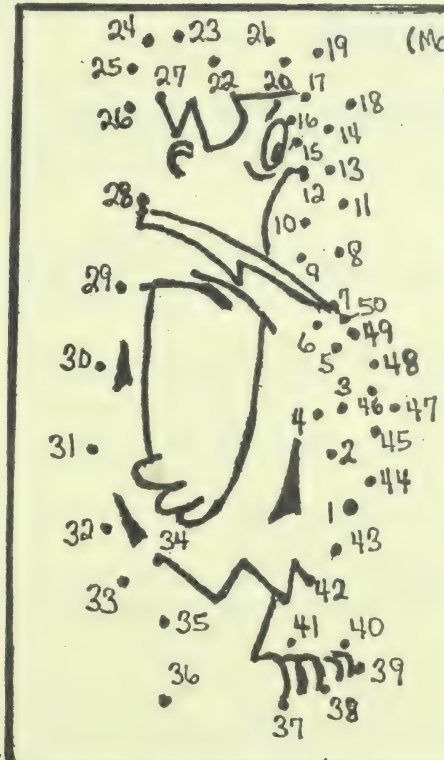
---

Home Phone Number

SHOPPING  
BAG STUFFER

- 64 -

(Match the dots)



HIRE  
A  
STUDENT!!

They really work!

- \*Babysitting!
- \*Painting!
- \*Other odd jobs!

Contact:

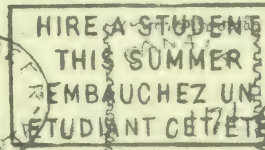
Brigitte Graf  
H.A.S. Co-ordin-  
ator  
2nd. Floor Feder-  
al Bldg.  
Blairmore

Phone: 562-8211

The children of householders can play with the flyer - that way, the information isn't automatically thrown away.

CANCELLATION DIE

BOX 5555  
RED DEER, ALBERTA  
T4N 5H6



**HANDOUT TO STUDENTS RE: ODD JOB SQUAD**

ARE YOU 13 - 15 YEARS OLD AND LOOKING FOR A JOB

HERE ARE THE FACTS

The Edmonton Hire-A-Student office has a special program to help you find a job and to encourage employers to hire students of your age.

There are certain restrictions within the Alberta Labour Act regarding job opportunities for students under 18 years of age.

IF YOU ARE 13 OR 14 YEARS OF AGE

1. You can work at the following kinds of jobs:
  - i) Delivering newspapers, flyers, handbills.
  - ii) Being an errand person, "go-for" or clerk, in an office or store.
  - iii) Doing lawn and garden maintenance, general housecleaning or babysitting.
2. You may only work from 6:00am to 9:00pm.
3. You can work up to two hours on any day that you go to school.
4. You can work up to eight hours on any day that you do not go to school.

IF YOU ARE 15 YEARS OF AGE

1. There are many more jobs available to you.
2. You can work until midnight only if you are under the constant supervision of an adult.
3. You can work between midnight and 6:00am only in establishments such as hospitals and manufacturing plants; with written consent from your parent or guardian, and the constant supervision of an adult.

MINIMUM WAGES

1. Under 18 years of age - \$2.85 per hour.
2. Under 18 years of age and working part-time while attending school - \$2.50 per hour.
3. If you are working for a private household, your employer does not have to pay you minimum wage.

The 13 - 15 Year Old Program begins on June 15. During June our office is open until 6:00pm. It is best to wait to look for a job until you are able to start work immediately. We are located at 9943 - 109 Street.

We'll do our best to help you!

HANDOUT TO EMPLOYERS RE: ODD JOB SQUAD

Employer Fact Sheet

The Thirteen to Fifteen Year Old Program is a new concept within the Hire-A-Student operation. This program is designed to encourage younger students to obtain work experience which will enhance their employment opportunities.

Students of this age group possess certain job eligibilities within the Alberta Labour Act. Employers are encouraged to hire students with the following qualifications in mind.

Areas of employment 13 to 15 year old students are eligible for:

1. Delivery person of small wares.
2. Clerk or messenger in an office.
3. Clerk in a retail store.
4. Delivery person of newspapers, handbills, or flyers.
5. Lawn and garden maintenance, general household cleaning, and babysitting.

Note: Fifteen year olds are considered the same as sixteen year olds and are eligible for a wide range of employment opportunities.

Wages:

1. Under 18 years of age - \$2.85 per hour.
2. Under 18 years and working part-time while attending school - \$2.50/hr.
3. Domestic jobs for a private household - wages negotiable between employee and employer.

Young persons 12-14 years of age are not allowed to be employed between 9:00pm and the following 6:00am.

Those persons 12-14 years of age can be employed between 9:00pm and 12:00 midnight under the supervision of an adult. Employment between 12:00 midnight and 6:00am is only permissible in establishments such as hospitals and manufacturing plants with written parental consent and the supervision of one or more adults.

If you find you have job opportunities in the areas listed above, or have any questions regarding the 13-15 Year Old Program, please feel free to call us at 425-3570. We are located at:

9943 - 109 Street  
EDMONTON, Alberta  
T5K 1H7







LETTERS, QUESTIONNAIRES



LETTER RE: ODD JOB SQUAD

Edmonton Hire-A-Student  
9943 - 109 Street  
Edmonton, Alberta  
T5K 1H7

Edmonton Hire-A-Student is a community sponsored organization which acts as a liaison between employers seeking summer help, and students who are available for summer employment. We have many specific areas of the program including a casual labour section, student businesses, and a 13 - 15 year old program. It is the latter section which we hope to be able to promote through the community leagues of Edmonton.

The main employment opportunities which exist for this age group are those available through homeowners. Thirteen to fifteen year olds are eager and willing employees who are eligible to do such work as gardening, lawn maintenance, or general household cleaning. If you feel the community members in your area could benefit from the services the 13 - 15 year old program has to offer, please contact us at your earliest convenience.

Thank you for your time and cooperation.

Yours truly,

Barbara Dalby  
13 - 15 year old program

BD/mo

LETTER TO EMPLOYERS RE: PROGRAM INTRODUCTION

("borrowed" from the Manitoba Hire-A-Student Handbook)

Date \_\_\_\_\_

Dear Employer:

Hire-A-Student is a program currently in operation in the town of \_\_\_\_\_. This program is essentially a job placement agency serving both the business community and the job-seeking student.

At present there are many eager students registered willing to do many different jobs - jobs at your office or business, or even jobs around your home. Students, besides willing to work full or part-time, will also work on a casual basis doing those tasks which require only a few days or weeks' labour.

Remember! Students can provide a valuable service to you the employer, as well as gaining experience essential to themselves and the community.

If you wish further information or are willing to hire a student, please contact \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.

Until the end of June, I will be in the office part-time from \_\_\_\_\_ to \_\_\_\_\_. Please leave a message for me if I am not there when you call.

Remember! Hire-A-Student is a free service provided for you!

Yours truly,

H.A.S. Office Manager

LETTER TO EMPLOYERS - PROGRAM INTRODUCTION



# Hire A Student

A Student Summer Employment Program

P.O. Box 689 Airdrie, Alberta T0M 0B0

948-2403

Dear Sir:

Once again the summer is almost upon us and entering into the business and retail world come thousands of eager and talented university, technical school, college and Jr. High and High School students. These students are seeking experience and finances for their future education.

Hire-A-Student is a free service which attempts to co-ordinate the summer employment needs of both the employer and the student to their mutual satisfaction. We provide part time jobs for high school students during the winter months and seasonal and temporary jobs for all students during the summer months. Along with this we teach students how to write a job resume, teach them what to expect in an interview and how to adjust to a new job. After an employer places a job order with us we try to refer only the most suitable candidate for the position.

The students are registered with us possess a wide variety of skills from clerical to landscaping to truck drivers. If you have an opening in your company for one of these students, or if you feel you may have a position in the future, we would be pleased to hear from you.

I will be contacting you within the next month to arrange a mutually convenient time to discuss your summer employment needs for 1979. If you have any comments or questions before then, please do not hesitate to contact me at 948-2403.

Yours sincerely,

Janet G. McCall  
Airdrie Hire-A-Student Manager



LETTER TO EMPLOYERS - PROGRAM INTRODUCTION



# Hire A Student

A Student Summer Employment Program

Dear Employer:

This summer the Hire-A-Student Office is open from 9:30 - 12:00am and 1:00 - 4:00pm, willing to serve you.

Do you need a student in your business, but are not quite sure whom to hire? The Hire-A-Student Office can help. There are over 65 students registered now, willing to work for you either in the business or at your home.

The summer employment gained this summer may help the student decide which business field to enter. It also provides experience.

Please help this summer's H.A.S. Program work. Hire A Student!  
The office is located in the \_\_\_\_\_, phone \_\_\_\_\_.

Thank you.

Have a Young Summer!

H.A.S.OFFICE MANAGER

"FOLLOW - UP" LETTER TO EMPLOYER

(again, courtesy of Manitoba Hire-A-Student)

June 1979

Dear Sir/Madam:

Re: REMINDER TO ALL BUSINESS OR CONSTRUCTION  
EMPLOYERS CONCERNING THE HIRE-A-STUDENT PROGRAM

The Hire-A-Student program is half over for the summer. There are still a number of dedicated and hard-working students unemployed. They are searching for jobs - either part time, full time, or casual. They are also willing to do odd jobs around the Town, farm or home.

If you are looking for someone to work for you, please contact \_\_\_\_\_ in the \_\_\_\_\_ from 9:00am - 5:00pm. Monday through Friday, or phone \_\_\_\_\_.

Thank you for your support of the H.A.S. program.

Sincerely yours,

H.A.S. Office Manager

THANK YOU LETTER TO EMPLOYER



# Hire A Student

A Student Summer Employment Program

August 7, 1979

Dear

I would like to take this opportunity to thank you for supporting the local Hire-A-Student program which terminates August 17. The objectives of Hire-A-Student were met very successfully during the 1979 summer in that many employers hired students to fill employment vacancies. Students, young and old, were given opportunities to extend their knowledge and capabilities by receiving various work experiences. Again, I would like to express my appreciation for your interest in the program and hope that you will continue to support the Hire-A-Student service next summer.

Yours truly,

Donna Bradley  
Office Manageress



# Hire A Student

A Student Summer Employment Program

Hire-A-Student  
c/o Canada Manpower  
Wetaskiwin, Alberta  
T9A 1L1

Vold Agencies Limited  
Box 6630  
Wetaskiwin, Alberta  
T9A 2G3

Dear Mr. Vold:

I would like to express my sincere thank you for your generous front page ad. Your support has provided me with that little spurt I needed for my campaign.

The program this far has seen to the employment of 100 students. Thirty-three students were placed the week directly after your ad appeared in the News Advertiser. The success of the program has been through the aid of support such as yours.

The service terminates on August 22. Hopefully H.A.S. will continue its prosperity for the remainder of this term and in the future. Again, I would like to thank you as it is your support which is necessary for the success of the program.

"Have a Young Summer", keep smiling.

Sincerely yours,

Vannette Keast  
H.A.S. Coordinator

COVERING LETTER FOR EMPLOYER EVALUATIONS

Summer 1979

Top Hat Company  
1210 Main Street  
STONY PLAIN, Alberta

Dear Employer:

Once again the summer is drawing to a close so I would like to thank you for having used the Hire-A-Student program this summer. Your participation has helped to make this year's program quite a success. Enclosed you will find a brief evaluation on Hire-A-Student. The purpose of this evaluation is to get good honest feedback from the people who use the service about the service. I'd appreciate it if you would fill out the form and return it to me before August 7, 1979.

Once again your help and assistance have been greatly appreciated.

Yours truly,

Deirdre McConnell  
Hire-A-Student Office Manager  
Phone 962-2561



QUESTIONNAIRE TO EMPLOYERS
----------------------------

Dear Employer:

This is the first year that Hire-A-Student has been in Airdrie. You have been a supporter of the program and we would sincerely like to thank you for it. We are sending out this questionnaire to find out what the impact has been on businesses in Airdrie and just how well informed they are about this project. If you could take a few moments of your time and fill out this questionnaire and return it to Hire-A-Student Box 689, Airdrie, it would be sincerely appreciated.

1. How did you become aware of Hire-A-Student?
2. Did any problems arise in your contact with the Hire-A-Student office? If so what were they?
3. Did you hire any students through this program?
4. Did having students working for you benefit your business? Why or why not?
5. What do you know about the Hire-A-Student program?
6. Do you think that this program is beneficial to this locality? Why?
7. What steps would you recommend the manager of Hire-A-Student take next year to get more businesses involved?
8. What Hire-A-Student promotions did you like or dislike?
9. Would you be interested in sitting on next year's Hire-A-Student committee? They organize the hiring of a manager and provide the manager help in the summer.

Thank you for your time and cooperation.

QUESTIONNAIRE TO EMPLOYERS
----------------------------

Employer \_\_\_\_\_

Type of Work Done by Student \_\_\_\_\_

1. How did you become aware of Hire-A-Student?
2. Was your manager-person helpful and friendly? Did you ever encounter any difficulties?
3. Was placement prompt and effective?
4. Did the student possess the qualifications that you, the employer, wanted?
5. Was the student a good and enthusiastic worker?
6. Would you hire him/her again if they needed a job?
7. Would you use the Hire-A-Student service again? Why or why not?
8. Would you be willing to serve on the Hire-A-Student committee?
9. Do you have any suggestions for the improvement of the Hire-A-Student program?

Thank you for your time and cooperation.

QUESTIONNAIRE TO STUDENTS
---------------------------

Hire-A-Student Evaluation Form

1. How did you find out about Hire-A-Student?
2. Did any problems arise in your contact with the Hire-A-Student office? If so, what were they?
3. Did you find a summer job through this program? If so, who was your employer, how long did you work and what type of work did you perform?
4. Did summer work benefit you? How?
5. Do you think this program is beneficial to this locality? Why?
6. What steps would you recommend that next year's Hire-A-Student manager take to get more students involved?
7. What do you know about the Hire-A-Student program?
8. What Hire-A-Student promotions did you like or dislike?
9. If you are a university or college student, can you suggest a way that Hire-A-Student could get more people of your age group involved?

Please complete and return this form before August 15 to Janet McCall, Airdrie Hire-A-Student, Box 689, Airdrie.

QUESTIONNAIRE TO STUDENTS

HIRE-A-STUDENT EVALUATION FORM

STUDENT \_\_\_\_\_ EMPLOYER \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

1. When and how did you become aware of H.A.S. \_\_\_\_\_

2. What were your primary reasons for working this summer?

3. Were you satisfied with the type of work you were able to obtain?

4. Do you think H.A.S. provides a valuable service to you, the student?

Why or why not? \_\_\_\_\_

5. Do you think that the service should be available next summer? Why

or why not? \_\_\_\_\_

6. What would you estimate as your total earnings from jobs made available

to you through H.A.S.? \_\_\_\_\_

Please complete and return this form before August 15th to:

June Johnston, Hire-A-Student Manager, City of St. Albert, Churchill & Grandin.

HIRE - A - STUDENT SURVEY "1979"

In 1979, some areas of Alberta experienced very low student registrations. The following survey was handed out in the schools to determine the cause of this problem. Valuable information can be obtained on student needs from this sort of a survey.

SCHOOL: \_\_\_\_\_

MALE: \_\_\_\_\_

GRADE: \_\_\_\_\_

FEMALE: \_\_\_\_\_

AGE: \_\_\_\_\_

1. a) Do you have a part-time job now: \_\_\_\_\_  
Where? \_\_\_\_\_

b) If yes, will it be a full-time job in the Summer? \_\_\_\_\_

2. Do you have a summer job lined up? \_\_\_\_\_ Where: \_\_\_\_\_

3. If yes, how did you get it?

\_\_\_\_\_ Friends

\_\_\_\_\_ Parents

\_\_\_\_\_ Relatives

\_\_\_\_\_ Newspapers

\_\_\_\_\_ Telephone Book

\_\_\_\_\_ Approaching Employers

\_\_\_\_\_ Hire-A-Student

\_\_\_\_\_ Other

What: \_\_\_\_\_

4. If you do not have a summer job, are you going to look for one? \_\_\_\_\_

5. How are you going to look for a summer job if you are going to be looking for one?  
\_\_\_\_\_

6. Have you ever taken a Creative Job Search Technique Course? \_\_\_\_\_

7. If so, has it helped you? \_\_\_\_\_  
In what way?





NEWSPAPER ADS AND ARTICLES



## NEWSPAPER ADS AND ARTICLES

### Special Tips

Ad tagging involves obtaining employer consent to place the Hire-A-Student slogan on the bottom of a regular advertisement, or to include a promo within the body of the ad, such as:

This Employer Hires Students.      Why Don't You?

or

Have a Young Summer - Hire-A-Student

or

Lessen Your Work and Lessen Your Worry  
Hire-A-Student This Summer

Remember one picture is worth a thousand words. Photographs submitted to newspapers should be black and white with a glossy finish and no smaller than 4" x 5". Always accompany the photo with a descriptive and interesting caption, including names of people and address of the Hire-A-Student office.

The use of cartoon characters is a good way to catch the reader's eye. However, be aware that most popular cartoons have a copyright and should not be duplicated exactly. You could change some feature or better yet, make up your own .

If you provide news you'll get coverage. Let people know what you are doing. If you have the support of the editor, you could consider a weekly newspaper article. In past years, local office managers have found that people stop them in the street to comment upon the articles.

Written articles or news releases can be submitted to your local paper. The ability to write good news releases cannot be underestimated. It determines to a large degree the extent of free publicity the Hire-A-Student office receives and is an excellent source of promoting specific events. When writing a news release consider the following:

- know the press deadlines.
- be able to recognize the difference between news items and advertising copy.
- remember the reader and when mentioning dates, think in terms of when the article will be read.
- use short paragraphs, writing the most important information first.
- aim for immediacy, use "is" instead of "was".
- avoid redundancy, for example Thursday morning August 5th, in weeklies should read last Thursday morning.
- stress the "free" service. Free is a "zing" word.
- put in a bit of emergency, get people excited and moving. For example: "Students should register as soon as possible" or "Business firms should put their orders in without delay."
- be positive, don't "hope" or "anticipate".
- when using catch phrases, use in a quote or capitalize - "Hire A Student".
- spread people's names throughout the release, don't lump them together in one sentence.
- make sure that figures and phone numbers are correct and the names properly spelled.



Example of bad and good:

NEWSPAPER RELEASE

The Boomerville Hire-A-Student Odd Job Squad was in full swing on Thursday morning, August 5th, as they hit the local business sidewalks in full force with their trusty brooms. A total of 25 Boomerville businesses gave active support to the Side Walk Clean-up Blitz. The eager beavers raked in a whopping sum of \$4.25 each from their morning venture and would like to thank all the participating employers for their support. There is no doubt that they've got the cleanest walks in town.

THE SAME RELEASE REWRITTEN

The Boomerville Hire-A-Student Odd Job is in full swing. Last Thursday they hit sidewalks in front of local businesses in full force. A total of 25 business firms gave active support to the Side Walk Clean-up Blitz, enabling the broom brigade to rake in \$44.00 for its morning venture. The participating employers are those with the cleanest sidewalks in town!

It is best to follow some sequence to make your articles interesting and newsworthy as a summer series. For example, in May and June use an article explaining Hire-A-Student to the community, possibly submitted by the committee and listing the committee members. Follow it up with an article introducing Hire-A-Student staff and mentioning the Hire-A-Student office location, hours of operation, and telephone number. Then provide a student-oriented feature, and one for employers.

In July, submit articles about Hire-A-Student Week or Day activities, or any special promotional activities, including job creation activities. An Odd Job Squad can receive excellent coverage.

August articles could include the closing date of the office, a thank you to the community for its support and a report on Hire-A-Student activities for the year.

Throughout the summer, you could mention any special jobs, or special needs the Hire-A-Student office may have. Many more ideas for articles may be found in past years' office files, and in the following pages.

STAFF RECRUITMENT AD



# Hire A Student

A STUDENT SUMMER EMPLOYMENT PROGRAM

*Are you a student looking for a summer job?*

**YOUR SEARCH MAY BE OVER!**

*Competition is open for the position of*  
**HIRE-A-STUDENT OFFICE MANAGER**

**QUALIFICATIONS:**

- applicants must be: returning to school in the Fall of 1979, energetic, outgoing, responsible.

**DUTIES:**

- management of local H.A.S. office in the Town Hall basement
- registration of students
- employer contact
- take job orders
- place students in available jobs
- public relations and community contact work
- duties to commence May 10th on a part time basis for two weeks, then become full time until early August.

**WAGES:**

- \$3.75 per hour

**APPLICATION DEADLINE MONDAY, MAY 7th**

**INTERVIEWS TUESDAY, MAY 8th**

*Please submit a resume and covering letter to:*

Connie Noble  
Box 1224  
Pincher Creek, Alta  
Phone: 627-3922



# Hire A Student 1979

is off and running thanks to:

- Ranchers Supply Ltd.
- Pincher Creek Lions Club
- Shell Canada Resources Ltd.
- Municipal District of Pincher Creek
- Town of Pincher Creek

These local groups and businesses have donated to our summer fund and have proven their support for local youth. **Thanks!**

Any other community donations would be greatly appreciated.

**Hire-A-Student 1979 is officially open Tuesday, May 12**  
**Located the same as last year, basement of the Town Hall, with office hours:**

May 12 - June 9, Tuesday to Saturday, 9 a.m. - 1 p.m.

June 12 - August 11, Tuesday-Friday, 9 a.m. - 1 p.m.  
2 p.m. - 5 p.m.

Saturday mornings 9 a.m. to 1 p.m.

Drop in or give us a call at **627-2717**

**Remember: HIRE—A—STUDENT works for you**

## HIRE - A - STUDENT OPENS!

New Location:

Lakeland College office  
in Vinet's Shopping Centre

New Office Manager:

Val Toronchuk

New Phone Number:

632-4888

Hours:

9 - 5:00 p.m. Mon - Fri.  
Phone or drop in and see  
what HIRE-A-STUDENT  
can do for you!

VEGREVILLE

## HIRE A STUDENT

The local Chamber of Commerce is becoming involved in another very worthwhile local project.

It is helping sponsor Hire A Student in Airdrie, a student summer employment program.

Right now, officials are looking for an office and manager (who should be a student) to run the place. Finding summer employment is crucial for many young people hoping to pursue their educations.

The office will be set up to help place students into available jobs and inform prospective employers of the availability of students.

A number of students from this area already show considerable initiative in their choice of summer projects.

For example, Brent and Russ Fletcher, back from university, have started Fletcher Fencing Contractors for the summer. With so many new homes in town, they shouldn't be short of work.

The paper would be interested to hear about any other interesting summer projects such as this.

# Cheer Up!



## Hire A Student

**CALL YOUR LOCAL OFFICE AT:**

**There's  
No Better  
Way To Get  
The Job Done!**

Didsbury:	335-3377
Innisfail:	227-4800
Olds:	556-6562
Ponoka:	783-4010
Rimbey:	843-2454
Sylvan Lake:	887-2141
Lacombe:	782-3832
Rocky Mtn. House:	845-4242
Castor:	882-3130





## It's My Turn

By  
Wm. F. (Bill) Fowler  
Trade Winds Editor - 1979



The opinion expressed by the Editor of Trade Winds is a personal one and may or may not reflect the position of the Camrose Chamber of Commerce.

According to Susan Stumbo, Office Manager of the Hire-A-Student program, there are over 200 students registered "who are eager to work during the summer months." This indication that there are more students looking for summer employment than there are openings kind of checks out with the experience of the Chamber of Commerce. We wanted two young people to work in the information centre during the summer, and received TWENTY-SIX applications.

Perhaps more businesses should give this a little more thought. If we keep our young people busy during the summer, they are less likely to be getting into mischief. Here are some other advantages:

- \* By taking a student onto staff, it may make it easier to get regular staff away on holidays.

- \* With a bit of extra staff, maybe the proprietor could ease up a bit, and have a bit of spare time to get in a few hours of golf, flying or whatever one likes to do.

- \* Just about any business has a backlog of odd jobs that keep getting put off because of lack of time. Here is a chance to get them cleaned up by the student, or to relieve you so you can get at them.

Anyway, it is a free service, so it can save advertising dollars (what am I saying), and some time is saved in making the selection because the agency tries to match the job with the person.

Our kids need a break. Maybe you can help them while you help yourself. For more information phone 672-0505. CAMROSE

Part of every job experience  
is getting it!

## HIRE - A - STUDENT REGISTRATIONS

May 22 - 25, 4:00 - 6:00 p.m.

and

Saturday, May 26, 9:00 a.m. - 7:00 p.m.

at the

Tourist Information Booth

Watch for further details

DRAYTON VALLEY

## Why wait for spring?

It's never too early to start. It may be Christmas, but summer jobs are a perennial student problem and now is the time to begin thinking about lining one up.

The new director of the Hire-A-Student program thinks it's important for students to make themselves aware of where and how to look for summer jobs.

Laura Hunchak reminds students that jobs in discipline areas—for example economics, engineering, computer sciences, accounting, geology and agriculture—open up as early as November 1. After Christmas these career-related jobs become increasingly available until May.

"Once they know where to look for jobs it is easier for students to get them," Hunchak said. "By starting early a student can go after the jobs he/she really wants."

According to Hunchak, the Canada Employment Centre on the fourth floor of SUB is a good place to start. New job opportunities are posted there regular-

ly. Information on government job creation programs for students is also available from that office.

Programs sponsored by the federal government such as the Young Canada Works, Student Community Service Program and the Summer Job Corps Program are expected to be operating again this year.

"However there are many other places to look for jobs," Hunchak noted. For example, job opportunities will often be posted outside faculty offices or on bulletin boards. "Perhaps because they're so obvious, though, these other places are often overlooked."

Hunchak suggested a lengthy list of alternative places and methods to look for those summer jobs.

"Start now and organize yourself," she advised, "and you should have no trouble getting a job by summer."

What's more important, though, is that it could even be a summer job you enjoy.

### Look now

#### A. Newspapers

- check the Help Wanted classified ads
- read classifieds regularly so as not to miss the job you want
- place your own ad
- news articles may tip you off, ie.—when a business announces expansion there will probably be openings.

#### B. Personal Contacts

- friends, neighbours, relatives in business
- take a few minutes and list everyone you know who might be helpful; then approach them for applicable names and places
- if you do get leads, follow them up promptly

#### C. Part-time jobs

- many summer jobs start with part-time jobs
- after-school and weekend jobs now could develop into summer employment

#### D. Yellow Pages

- use them to contact local businesses directly

#### E. Knock on Doors

- search for jobs on foot—knocking on doors is a good way to get a job
- be prepared to be turned down, but don't leave until you've left your name, address and phone number
- write a letter to particularly interesting possible employers
- again, include your name, address and telephone number for easy reference

#### F. Create your own job

- for example grass cutting, car washing, babysitting, gardening, painting—the list is endless

#### G. Hire-a-student

- this program provides a placement service for students and operates from April to August
- before these offices open you can register with a local Private Employment Agency or Canada Employment Centre.
- the info on H-A-S will be available in March

EDMONTON

## New Hire-A-Student Director For 1979



**David Coward**

The Cochrane Hire A Student Committee is pleased to announce that David Coward, son of Dr. and Mrs. H. Coward, has been appointed as Hire A Student Director for the coming summer. David is in his final year at Cochrane High School and plans to attend university next year. His interests are track, hockey, camping, hiking, skiing and swimming.

David attended the training session for H.A.S. directors last Saturday and will begin work two hours a day as of May 15. He will be full-time as soon as school is out. As yet there is no office phone number but we expect to announce that soon.

Keep in mind all the jobs you want done around the home and store this summer and Hire A Student!

COCHRANE



**Jennifer Park**

## Hire-a- Student Office

The Hire-A-Student office will be open full time starting Friday, June 29th. The hours are 9:00-5:00, Monday to Friday.

Hire-a-student is a non profit organization designed to find summer employment for students. An odd job squad has been organized to help find employment for students 12 to 15 years of age. These are students willing to do odd jobs such as gardening.

The grand opening will be on June 29th from 4:30-5:00 p.m. Free coffee and doughnuts will be served. Everyone is welcome.

If you are looking for summer employment or would like more information, contact Jennifer Park, at 235-3585.

CLARESHOLM

## Hire-A-Student active

By Janet McCall

Hire-A-Student is off and running. Job orders have been pouring in, as well as student applications.

We have many younger students registered that would like to mow lawns, paint fences, or even babysit a few nights a

week so, home owners, if you want to relax in the summer sun, hire a student for a few hours to do the work that has been piling up.

Students, we need receptionists, truck drivers and maintenance workers. If you're interested call 948-2403. We have already

placed 10 students in jobs. We also need student volunteers for helping in community projects.

The government regulations for this week is: no adolescent between the ages of 12 and 15 can work at any job between the times of 9 p.m. and 6 a.m.

AIRDRIE





## Hire A Student

A Student Summer Employment Program

### Notice

The Hire-A-Student Office will be open from 10 a.m. - 12 p.m. and 1 p.m. - 4 p.m., Mon. - Fri. during the month of July. The office will close during the first week of August.

**Phone 227-4800**

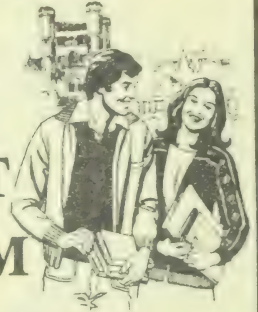
The H.A.S. Office would like to thank the representatives from the Jaycettes, Kinsmen, Town Council, Kinettes, Chamber of Commerce, the Legion Ladies and the Rotary for helping to celebrate Hire-A-Student Day in Innisfail.

INNISFAIL

## Sylvan Lake Lions

Support

**HIRE A  
STUDENT  
PROGRAM**



**Phone 887-2141**

## Hiring of students stressed at C of C

Neil Glass, hire-a-student office manager was present Thursday at the Coaldale Chamber of Commerce meeting to explain the purpose of the Summer program.

He stressed the importance of hiring the young people of the area and answered questions of the 16 people present.

The Chamber decided to give \$50 as a donation towards the hire a student fund to be used to purchase supplies.

COALDALE

## Minimum wage

Dear Hire-a-Student:

I am 17 years old and am working as a store clerk for the summer. I'm only being paid \$2.90 / hour; but I thought the minimum wage was \$3.00 / hour. Am I getting gypped?

Wondering...

Dear Wondering:

No-I'm afraid you are not being "gypped". Labour standards currently state that the minimum wage for a person under 18 and not attending school is \$2.85 / hour; and while in school and working part time the minimum wage to be paid is \$2.50 / hour. Your employer is perfectly within his rights.

Hire-a-Student

Dear Hire-a-Student:

Thanks for finding me a summer job. I am now able to attend college this fall because of it (the funds), and I'm sure I speak for many other students too.

A Grateful Student.

Dear Grateful:

You're welcome!

If you have any questions or comments on labour laws, summer employment, or about the Hire-a-student program; please contact us at 624-4484, or in the Canada Employment Centre in the Powell Financial Building. We welcome your comments and criticisms.

PEACE RIVER

**Hire-A-Student:** The Bow Island and Foremost offices will be opening shortly. Annalise Van Ham will be the office manager in the Bow Island office (located in the Fire Hall). Shirley Kabayama has accepted the same position in Foremost (located in the Community Hall). More details on the phone numbers, openings and hours next week.

BOW ISLAND

## Student hiring week planned

This week brings the end of the 1978-79 school year and with it, an influx of students to the job market. Hire-A-Student Days in the Pass have been planned to coincide with the beginning of this summer vacation.

Among the events planned is an Odd Jobs Day slated for Saturday, June 23. Hire-A-Student Office Manager, Debbie Hakze, said she would like to see as many students out on the job as possible. If you need extra help with housecleaning, or yard-work, you can use the Hire-A-Student office to recruit ambitious young people to help you catch up, she said. Students can mow lawns, weed gardens, paint fences, wash windows, or babysit your children. The number to call is 562-8202.

Also planned for Saturday, June 23, is a car wash. This will take place in the parking lot behind the Blairmore Post office from 10 a.m. to 4 p.m. For a cost of 50 cents anyone can get their cars or trucks washed.

On Monday, June 25, an open house will be held in the Hire-A-Student and Canada Employment Centre offices. Everyone is welcome to drop in between the hours of 10 a.m. and 12 noon and 1 and 4 p.m. to enjoy a cup of coffee and a doughnut.

Debbie will be speaking with Darryl Ferguson on CJPR Radio on Friday, June 22 at 8:15 a.m. to discuss the Hire-A-Student Program and the upcoming events. If there are any questions about the program, anyone can call the office any time during office hours.

## Hire-a-Student office opens

The Morinville Hire-a-student office located in the Historical and Cultural Centre is now open on a part-time basis. Approximate hours are 3 to 5 p.m. Monday to Friday and the number to call is 939-2955. Students are seeking any type of work whether it be

part-time or full-time, temporary or for the entire summer.

The H.A.S. office manager, Carolyn McHugh is anxious to promote the students' services. "The benefits," she says, "are that summer jobs give students work experience and a sense of

responsibility, as well as their own spending money. In turn the employer benefits by obtaining either replacement or extra help at a time when so many people are on holidays.

H.A.S. office hours will be extended to full time in July when classes are out.

MORINVILLE

## We're in a Pickle!!


We have lots of babies but need more baby sitters.

Call our office now if you need summer work.



Our Odd Job Squad specializes in:

- Lawn care
- Gardening
- Window washing
- Pet sitting

 **Hire A Student**

**532-5599**

GRANDE PRAIRIE

## H.A.S. Column

Part-time, full-time, odd job workers, the St. Albert H.A.S. office has them all. There are 380 students registered, and although many are already working, there are still some earnestly looking for summer employment.

The H.A.S. office will be closing on August 17 but students of course can work until school starts. If you need a student for just the last week in August, call H.A.S. before we close and it can be arranged. Many students are willing to con-

tinue working on a part-time basis during the school year.

During August new office hours will come into effect. They are 9:30 - 12 and 1 - 4. The office is located in Grandin Shoppers Park beside Sweetheart Jewellery. If

you have any jobs students can help you with, give office manager Janet Boddez a call at 458-3808. For example, there is a window washing crew and a housecleaning service. Both would be happy to help you out this summer.

ST ALBERT





## Hire A Student

As summer gets underway so do many family vacations. In many businesses and agricultural operations, employers may find that they could use replacements for vacationing employees. If employers find themselves in this position, they may want to consider hiring a student as a full time or part time replacement for summer vacationing staff. At the Cochrane Hire A Student office there are students registered that could replace vacationing staff or fill vacancies in all types of positions from secretarial work to hard labour and agricultural work.

Job orders from employers interested in hiring students for summer work have been coming in and many have been filled giving students jobs for the summer. However, there are still unfilled positions and students who have not yet found a summer job and are interested should contact the Hire A Student office. Job orders will continue to come in over the summer and students may successfully find employment if they register.

As mentioned before, because of vacations, householders, farmers and ranchers may find they need someone to do yardwork for the time they are absent or to take care of live stock, horses etc. Some of the students registered with Hire A Student, live in the surrounding rural areas of Cochrane and may live close to acreages or farms which would need someone like this to take care of animals or do yard work while they are gone.

The Hire A Student office is located in room 200, on the second floor of the

Provincial building. As of July 2nd the office will be open from 9:30 to 12:30 and 1:00 to 4:00 for students to register and employers to contact me. The phone no. is 932-3793. Up until July 2nd the office is open from 3:30 to 4:30 p.m.

Cochrane Hire A Student  
Office Manager  
David Coward

## Something new from Hire A Student

The Hire-A-Student office in Morinville is introducing something new for the young and old. If you are artistically inclined or just want to doodle, then why not submit a poster of Hire A Student for the poster contest organized by the Hire A Student office.

The winner will receive a \$20 money prize sponsored

by Len-Mor Construction Ltd. The final day for entries will be June 23 and the judging will be on June 30.

For more information call Monique Boissonnault at 939-2955 between 4 - 6 p.m., Monday to Friday or drop by the office in the convent.

Have A Young Summer ...  
HIRE A STUDENT!!

### HOLD IT !

\*LOOKIN' FER A JOB?

\*NEED A JOB DONE

### 842-4511

### HIRE-A-STUDENT

WAINWRIGHT



### ★ Work Wanted ★

Mrs. Homeowner

We have students available for cleaning, window washing, babysitting, weeding, yard and garden work, painting, cleaning out attics, basements, garages. Call David now at 932-3793.

P.S. Send your kids down to register too!

### ★ Feed & Seed ★

Mr. Farmer

We have students available for fencing, post hole augering, barn cleanup, haying, painting, rock picking, weeding, babysitting, cleaning. Call David now at 932-3793. P.S. Send your kids down to register.

LOCITRANC

## HIRE-A-STUDENT LET US HELP YOU!



**CALL:**  
**Deidre**  
**McConnell**  
**962-2561**

**Drop in:**  
**Belle & Howe Ltd.**  
**1st Ave.**  
**Spruce Grove.**

**HOURS:**  
**Monday-Friday**  
**9:30 a.m. — 3:00 p.m.**

**RELAX — HAVE A YOUNG SUMMER.**



What's missing? ...  
... The summer job.

# HIRE A STUDENT 624-4484



Students can:

- cater to birthday parties
- mow your lawn
- babysit
- fill in for vacationing staff

-ALMOST ANYTHING!!

Offices also located in Falher McLennan  
Fairview Grimshaw and Manning.

# Hire A Student

To help your summer business needs  
Baby Sitting, Garden Cleaning  
Farm Work, Etc.

## LAC LA BICHE

**DIANE KRUK**

Located Native Out Reach  
Centre

Phone 623-4438







Grande Prairie

# Hire A Student

"Lets make music together"

**532-5599**

Open 8:30 AM - 5 PM Mon. - Fri.

10011-103 Ave.



## WHO'S THE BEST STUDENT AVAILABLE TO DO THE JOB?

Just ask at your local Hire-A-Student office!



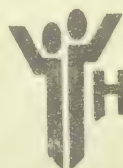
Ponoka, 782-4010

Rimbey, 843-6966

Rocky Mountain House, 845-4242

Sylvan Lake, 887-2141

Castor  
882-3130  
Didsbury  
335-3377  
Innisfail  
227-4800  
Lacombe  
782-3832  
Olds  
556-6562



# Hire A Student

## The Daily Courier

# FREE HIRE-A-STUDENT ACTION ADS

**HONOR ROLL** student, Kevin P. — is looking for restaurant work, but he will accept any kind of employment. Art, Math and English are in his interest.

**RECEPTIONIST-CLERK**, office supervisor, or farm labor are the jobs that Barbara H. is interested in. She is taking business administration and has secretary experience.

**DEBRA H.** — is taking business administration and would like secretarial work. She has done cashier, cook and chambermaid work.

**RESTAURANT WORK** is what Jacob N. — is seeking. He is interested in volleyball and acting and has a good personality. Would like a job in a fish camp.

**ADVERTISING-DESIGN** is what Jan J. — is majoring in. She seeks work as a chambermaid, salesclerk, or secretary. Work relating to design is also of interest.

**BODY WORK**, carpentry, fence building, are the skills that Barry C. — has acquired. He is looking for a maintenance job.

**FARM LABOR** or cooking are the jobs that interest Wayne W. —, a new graduate. He has been a kettle operator and a grill cook.

**POWER MECHANICS** and woodwork are some of the skills that Doug H. — has acquired. He seeks gas station or forestry work.

**60 W.P.M.** is Joanna W. — typing speed. A secretarial position is what she is seeking. She is a new graduate with secretarial experience.

**CHERRY-PICKING**, apple thinning or ice-cream bike operator are the jobs that appeal to David K. —. An eager grade 7 student.

**FLOWER SHOP** work or babysitting is how Brenda R. — is hoping to earn money this summer. She has waitress and cooking experience.

## Employers!

You are asked to call the CENTRE

**555-4000**

Planning a Vacation?

## HIRE-A-STUDENT

Can Help While You're Gone!

**632-4888**

Ad sponsored by: Royal Travel



## DO YOU NEED

Your lawn cut?  
Your car washed?  
A babysitter?  
Or is there any other odd job around your house  
needing to be done?

Then, call Tami at Hire-A-Student for odd job  
days, and give yourself a break.



July 23 to 27.  
865-4244.

### HIRE A STUDENT



## HIRE-A-STUDENT ODD JOB WEEK

July 9 to 13

We have many eager students  
willing to

wash windows    houseclean  
paint    cut grass    babysit  
clerk

willing and able to do  
many other jobs also

CALL HIRE-A-STUDENT

AT 223-3900

LET STUDENTS HELP YOU!

THEIR



The Hire-a-Student window-washing crew has been hard at work washing windows throughout St. Albert. If your windows need cleaning, why not give the H.A.S. office a call at 458-3808?



Two of Grove's odd job squad are Eddie Dube, left, and Ward Lindahl. Both are from Spruce Grove.

## Grove gets odd job squad

The Grove's Hire-a-Student (HAS) program has a new work category - Odd Job Squad.

The squad consists of three 14 and 15-year-old students who are organized to do jobs such

as window washing, garden weeding, lawn mowing, garage clean-ups and painting.

These students have previous odd-job experience and are highly recommended by Deidre McConnell, local HAS manager.

Ms. McConnell says that HAS would like prospective employees to provide the necessary materials but added that it is not compulsory.

Ms. McConnell says if there is a good response to the Odd Job Squad, a house-cleaning corps will be organized to do such jobs as occasional babysitting, laundry, wall washing, and vacuuming.

### Odd Job Squad



## LAWN CUTTING BLITZ

Thursday, July 12

Average size lawn . . . . .	\$3.50
Large lawn . . . . .	\$4.50
Extra digging & weeding . . . . .	\$1.00
(customers must supply mowers and tools)	

Phone:  
532-5599 or 532-2593



Hire A Student




Mr. Rancher

## Hire A Student


We Have Students Available For Fencing, Post Hole Augering, Barn Cleaning, Corral Cleaning, Haying, Painting, Babysitting, Etc.

Call David Now At 932-3793 P.S. Send Your Kids Down To Register

COCHRANE


AGT

### GOOD NEWS PARTY LINE


Hire A Student  
A Student Summer Employment Program

Located in former Public Library Building.  
 Corner of 49th St. & 50th Ave.  
 Mon., Wed. & Fri. 3:30-5:00  
 Phone 227-4800

We Have Students Looking For Jobs In:

- Construction
- Store or Clerical
- Outside Jobs
- Lawn Mowing
- Waitressing
- Farm Work
- Any Kind Of Work

We Have Employers Looking For Students:

- Gas Jockey
- Painter
- Clerk Typist

PUT IT HERE

CALL OR WRITE THE EDITOR OF THIS PAPER TO INCLUDE GOOD NEWS OF EVENTS AND HAPPENINGS YOU WANT TO SHARE. QUARTERLY AGT

INNISFAIR

RADIO AND TELEVISION





## RADIO AND TELEVISION

### Special Tips for Radio

Radio stations are community minded and welcome opportunities to participate in worthwhile projects. Frequent newscasts mean they have a big appetite for news, especially about local happenings. Keep them informed about activities of Hire-A-Student, especially if you have placed a person in an "odd-ball" job. Let them know about local job-market conditions, especially just as students begin to enter the work force. This is an excellent time to tell radio stations you have some tips for students seeking work; how to hunt for a job, write a resume, etc. Remember FM broadcasters face some heavy demands and will be pleased if you can offer them solid ideas for informational programming.

Be aware that there are usually several different advertising packages available from your local radio station. The cost of an ad varies according to the desirability of the time spot. Check to see if the station has a "Rotation of Spots" package, which plays your ad at different times during the day. This allows the message to reach several different listening audiences, and usually costs less than "prime time" advertising.

Following are some Public Service Announcements you might ask your local radio station to use:

"Do yourself a favour. Hire a student this summer to type your letter, pump your gas, work in your factory, fill in for Jenny who's gone to the beach, sweep your floors, mind your children, dig your ditches, drive your truck, sell your products, walk your dog or lift your bales. You get a lot of service from an eager and versatile student. Call your Hire-A-Student office at 000-1000 to arrange for the help you need this summer."



"Remember your first summer job? How eager you were to show you could do it? Things haven't changed much. There are many students in this area ready and willing to work for you or your company. Hire a student for an hour, a day, a week, a summer. It will be a great experience for you both. Call the Hire-A-Student Office at 000-1000. Help them to help you have the opportunity of a summertime. Hire a student today. Call 000-1000."

"You've got a job to be done? We've got the workers. Your local Hire-A-Student Centre is ready to find you the help you need - fast. Students can be a real asset (an asset to any sized business) - for a day, week, or a summer. Students are energetic and capable workers. Maybe you've been missing out on a good thing. Call the Hire-A-Student office at 000-1000 to arrange for a fresh approach this summer. Hire-A-Student today. 000-1000."

"Summer's still here. There are hundreds of local students looking for summer work. They're quick to learn. Grasping an idea quickly is really what being a student is all about. Your Hire-A-Student centre will match the right student to the job you need done. Students have proved their usefulness in a wide range of business and household operations. Call the Hire-A-Student office at 000-1000. Hire a student this summer - It's good business. That's 000-1000."

"Need a job this summer? Don't know where to look? Hire-A-Student can help. It's a program for students. We have several interesting positions open in many different fields. So, if you are a student, and want a job for an hour, a day, a week or a summer, come down and register with Hire-A-Student in the Town Office, or call 000-1000 for more information. That's Hire-A-Student, 000-1000."

RADIO ANNOUNCEMENT

to run 5 days  
Triple A time 20 second spots

The Medicine Hat Hire-A-Student office is pleased to announce their Grand Opening to be held Wednesday May 4th. In attendance will be representatives from various levels of government. Ceremonies begin at 10:00am at the Hire-A-Student office on 6th Avenue above Glenmore Sports. Coffee and doughnuts will be served. That's Hire-A-Student's Grand Opening, Wednesday May 4th, 10:00am. Everyone is welcome.

RADIO ANNOUNCEMENT

Could you use a hard-working, versatile, and eager student. Why not "Hire-A-Student". There are a variety of students ready to do a variety of jobs for you. Anyone can hire a student - businessman - housewife - or a farmer.

The Hire-A-Student office in Barrhead is managed by LORRAINE MORRIS. And is sponsored by the combined efforts of the Alberta Advanced Education and Manpower, the Barrhead P.S.S., Department of Recreation, Parks and Wildlife, Town and County Recreation Departments.

Why not contact Lorraine at the Hire-A-Student office in Barrhead. They are open from 9:00 - 12:00 and 1:00 - 4:00 on weekdays. Telephone her at 674-3688.

### Special Tips for Television

It is much too expensive to consider making your own television news clips. However, it does not eliminate the possibility of getting television coverage. Send out your news releases to your local television station as you do to the other media. Your information may interest a reporter to do his or her own news item on your Hire-A-Student centre.

Find out the names of the producers of local "talk shows" and offer to be a guest. You must remember that one telephone call to a station is not enough. Each program works independently and it is up to each producer to decide the content of his or her program. If you're lucky, you'll be able to get an item on the news and perhaps to be a guest on two public affairs programs - all on the same station.

Submit public service announcements on various important Hire-A-Student events during the summer. If you give the station some 'lead-in' time, they may film the activity for you.

Try to interest the media on doing a film clip of:

- students looking for summer jobs in the placement office.
- a local band or guitarist singing a Hire-A-Student jingle.
- local V.I.P.s such as sports personalities, elected officials or members of the business community giving a testimonial on students.

Most cable television operators set aside a channel for local programming and are often willing to help local groups produce programs free of charge. You can ask the operator whether the station could run a 'Hire-A-Student' slide to insert during program breaks. Compose a slide suitable for T.V. with the Hire-A-Student logo, office phone number, address and hours of operation.

TELEVISION SLIDE



**ANNOUNCING**  
**Hire A Student**  
**GRAND OPENING**  
**WEDNESDAY, MAY 4**  
**10:00 a.m.**  
**DROP IN FOR COFFEE**  
**AND DOUGHNUTS**  
**MEDICINE HAT**  
**211-8th Ave. S.E.**  
**Ph. 526-8563**

Ask your local television station to run this at the bottom of the television screen:



... **HIRE-A-STUDENT** ... Located in the Hillview Mall ...

Office Hours ... 8:30 - 4:30 ... Monday to Friday ... Phone 001-1000





## SPECIAL PROMOTIONS



## SPECIAL PROMOTIONS

### Tips

Ask a restaurant to donate a free lunch to an employer who has been selected by the centre as being cooperative and helpful about hiring students. Name this employer, "Employer of the Week." Have this information aired over television and radio and distributed to the print media.

Sponsor a poster contest. Offer a prize to the elementary and secondary students who submit the best poster. Display contest entries and prizes during Hire-A-Student Week at the local shopping centres.

Run a profile of a student in the local newspaper during Hire-A-Student week. The profile will consist of a picture of a student that was placed through your office, accompanied by a few short lines on how the student obtained his job, how valuable Hire-A-Student service is, etc.

Ask media people, bank personnel and other members of the business community to wear Hire-A-Student buttons during Hire-A-Student Week, or pin a button on the Mayor in front of the newspaper camera.

Prepare a short release on types of students available and their qualifications that could be given to employers. The information should be general and give only the student's first name. (Example: Jane, 21, has excellent typing skills and two summers of experience in a business office - contact Hire-A-Student office for a referral).

Approach the community banks and ask them if the student centre can put Hire-A-Student stickers on the bank statements. This same idea could be used on the Town's utility bills.

Have participants in events such as Walk-A-Thons and Bike-A-Thons wear Hire-A-Student T-Shirts.

Clean up the river bank or undertake any other public service gesture that will show students helping their community.

Enter a float in the community parade.

Hold a special night where employers can come down and meet the staff and have refreshments, or have a coffee break with employers.

If the last year's opening ceremonies were successful, they could be repeated.

Have a group of interested and hardworking students (the 12 to 15 year olds) organize a car wash.

Start a student baseball team and challenge other members of the media, or various service groups in the community to a baseball game. This is a great way of obtaining some free publicity.

Combine a list of householders' names in a barrel. Have a publicized draw. The winning householder would then receive a Hire-A-Student staff member to do the householder's odd jobs for the day.



Have a car equipped with overhead speakers announce Hire-A-Student week throughout the streets. Kiwanis and other service clubs could be approached for assistance.

A banner strung across the main street of your city or town during Hire-A-Student week could be incorporated into your publicity campaign.

RESULTING PUBLICITY FROM SPECIAL PROMOTIONS



Hire-A-Student week, now underway in Grande Prairie, was marked as HAS workers raised a flag in front of their office on 103 Ave. Trent James (left), HAS director Barb McIntosh and Sharron Barr raised the flag. Mr. James, HAS committee chairman on the city chamber of commerce, is one of three chamber members who will be working in the HAS office this week. The office helps find employment for the hundreds of Grande Prairie students looking for work this summer.

## *HAS flag*

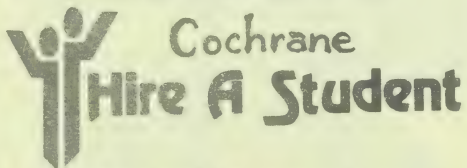
Staff Photo by Jeff Harris



### *Now open for service*

The Bow Island Hire-A-Student office was officially opened on Thursday, June 14th. Among those on hand for the ribbon-cutting (as shown in the above picture, left to right), were: Allan McLeod, Vice-President of the Bow Island and District Chamber of Commerce; Annalise Van Ham, office manager; Brett Loney, H.A.S. regional co-ordinator; Town of Bow Island Mayor Walter Strom; and Roy Hadlington, H.A.S. committee chairman. Following the ceremony, guests enjoyed coffee, pop, cake and donuts, and entered their names for the door prize. The office, located in the municipal building, is open from 3:30 - 5:00 p.m., and will be open full time commencing Monday, June 25th.

**Saturday, June 23**



**Grand Opening**

**Main Street**

**Free Coffee & Donuts**

**Phone 932-3793**

**3:30 Until 4:30**

**Until June 27th**

### **Town of Valleyview**

## **PROCLAMATION**

WHEREAS: Valleyview students are looking for work during the months of July and August; and

WHEREAS: a job will enable students to earn enough money to help finance their education and at the same time give them work experience; and

WHEREAS even short periods of employment in the summer are beneficial to the students; and

WHEREAS: the students of Valleyview are one of the Town's greatest resources;

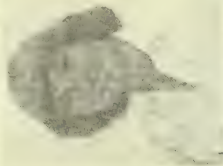
Now therefore, I, W. Popp, Mayor of the Town of Valleyview do hereby declare the week of June 21 through 25 as "Hire-A-Student Week" in the Town of Valleyview.

W. Popp, Mayor

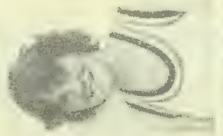


# HIRE-A-STUDENT Week July 3 - 7

In Grande Prairie call one of your representatives  
for summer help... 532-5599



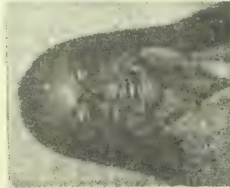
ERIN WILLIAMS  
Student Placement Officer



DIANE TARDIF  
Clerk-Typist



JUDY ROGERS  
Student Placement Officer



JO MARK  
Director

...or contact one of our other Peace Country reps.

## Beaverlodge Office:

354-4488

General Delivery

Claring Rink

Beaverlodge, Alta.

Hours, 9:30 am - 3:30 pm

354-2511

## Spirit River Office:

Cindy Nikiforuk

Box 130

Spirit River, Alta.

Hours 9:00 am - 5:00 pm

864-4097

## Valleyview Office

Leslie Bayley

Tourist Booth

Valleyview, Alta.

Hours 9:00 - 3:00

524-3511

# Hire A Student

## Week Agenda

### Friday — June 29

- Employer of the Day, Alice Besse of Phil's Pancake House, Dinner Courtesy of Terri's Restaurant.
- Draw for Employees of the week to receive a gift certificate from Sam The Record Man.

### June 25-29

- Open House at Hire-A-Student Office 515 - 7th St S.
- Antique Shoe-Shine Chair in Lethbridge Centre Mall

## Lethbridge & District H.A.S. Offices

Lethbridge	329-1455
Blairmore	562-8202
Cardston	653-4244
Clareholm	235-3585
Coaldale	345-2226
Fort Macleod	234-4101
Picture Butte	732-4733
Pincher Creek	627-2717
Taber	223-3900
Vulcan	485-2554



Youths with the local Hire-A-Student Odd Jobs Squad were out in full force Saturday kicking off Hire-A-Student Week here with a car wash. Monies from the car wash went to the students and the day was highly successful. The Hire-A-Student program got into full swing here Monday with an open house at the Manpower Centre in Blairmore. Anyone wishing odd jobs done, or to hire a student, can contact Debbie Hakze at 562-8202.

WETASKIWI  
**Hire A Student**

## **Pancake Breakfast**



**Saturday, August 4**

9:00 a.m. - 11:00 a.m.

at Wetaskiwin Mall

Sponsored by H.A.S.

4811 51 Street Phone 352-9410

Enter your name in a draw  
for a a \$7.50 voucher  
on a dinner for 2 at the

**Cobblestone Manor**

by placing your job openings  
at the Hire-a-Student office

during Hire-a-Student  
week June 19-23

**Phone 653-4244**

**Cardston M.D. Building**





## HIRE A STUDENT WEEK JUNE 26TH - 30TH

They are participating.  
How about you?

**MANITOWA**

HIRE A STUDENT CENTRE

See Maxine Blatz or  
Darryl Einarson 822-4491



**AGT**  
**GOOD NEWS  
PARTY LINE**

• Hire A Student bake sale  
Friday, August 11 at 2:00 p.m.  
at Ropers.

## Heidi Gross Reports on the HIRE-A-STUDENT PROGRAM IN BOW ISLAND

Cut out this article and pin  
it up where you can use it as a

reminder! Next week is Hire-a-Student Week in Bow Island and Burdett area, and it is a chance for everyone, both students and employers to take part in the Hire-A-Student Program. In conjunction with Hire-a-Student Week, the days of the week have been set aside for special events and opportunities for both employers and students:

**Volunteer Day (Monday, July 17th):** Students will be getting together to do volunteer clean-up as an aid to our community. It is planned that students are to meet in front of the Firehall at 9:30 a.m., bring along hoes and rakes, and then proceed along with Heidi Gross, the H.A.S. office manager, to go clean-up the cemetery and possibly areas of the town.

**Businessmen's Day (Tuesday, July 18th):** This day is especially set aside for the businessmen. It provides an opportunity for each bus-

inessman, together with one or more other businessmen to Hire a Student for a few hours to do chores, especially such as window washing, sweeping the sidewalk in front of the stores, cleaning out the gutter to the street, or if these aren't possible, any other odd clean-up chores.

**Burdett Day (Wednesday, July 19th):** This day provides a special opportunity for residents and businessmen of Burdett to hire students for any odd job. Transportation of students to Burdett will be provided courtesy of H.A.S., so this is no worry for employers. Please, Burdett, help H.A.S. make this day a success and hire a student. If possible, notify the Hire-A-Student Office before or on the morning of this day, of any jobs a student could do for you, so that transportation can be arranged easier.

**Odd Job Day (Thursday, July 20th):** Any odd jobs that you need to have done, or could have a student do, please contact H.A.S.

Help make our Hire-A-Student Week a success! If you can, Hire a student, and if you can't, tell others about it and spread the news around. Contact the Hire-A-Student Office in Bow Island, either by dropping in to see Heidi Gross, the office manager, in the Recreation Office in the Fire Hall, or by giving her a ring at 545-2656. And don't forget, have a Young Summer and Hire A Student!

## HIRE-A-STUDENT



Watch for the  
activities of

## HIRE-A-STUDENT WEEK

June 25-29

For more information phone

**Sheila at 223-3900**  
Above the Taber Post Office



### H.A.S. WEEK

Remember that this is Hire-a-Student Week and students are available for any jobs people may have. Call the H.A.S. office at 939-2955 between 10 a.m. and 4 p.m. Monday through Friday.

HEIDI GROSS

## HIRE-A-STUDENT'S MONEY MAKING PROJECT

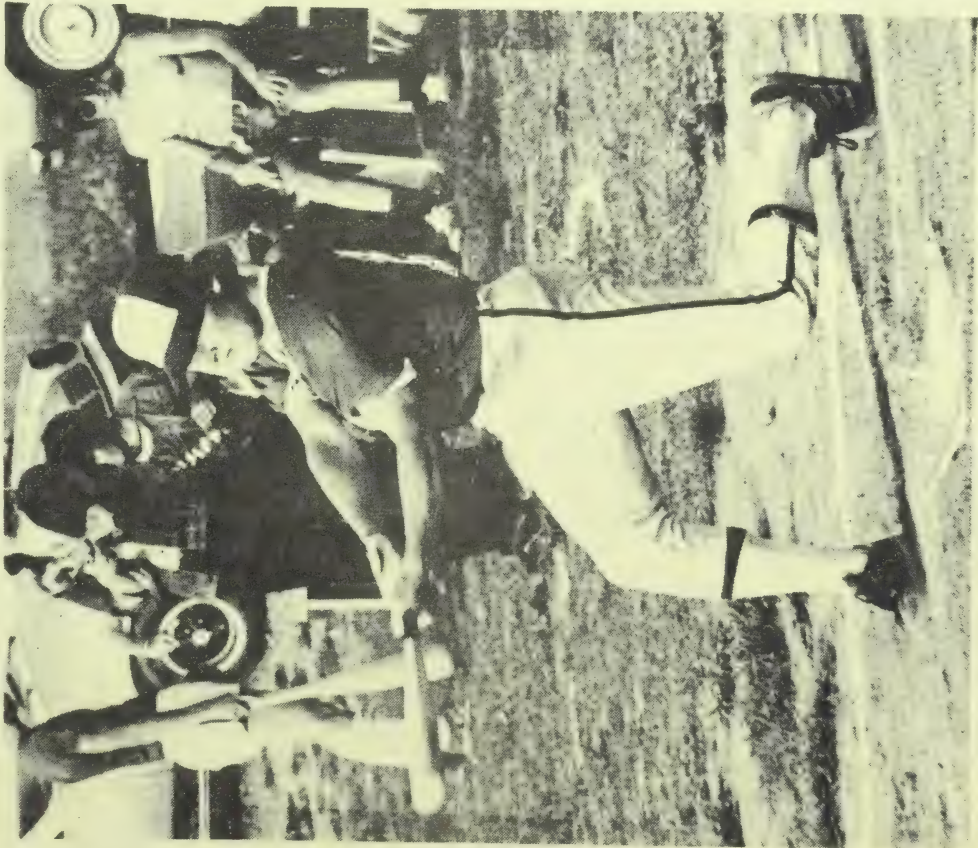


Hire-A-Student has been selling ice cream to students at various schools as one of the money making projects. On Friday, June 15, Sandy Kuchik, Valerie Yakimovich and Valerie Toronchuk sold ice cream to students at the A. L. Horton School. A. L. Horton School ice cream fans are Gordon Wright, John Dee Hofer, Paul Johnson, Mrs. Piduchney and Gordon Lacosse. **VEGREVILLE**

## HIRE - A - STUDENT GARBAGE - A - THON FRIDAY, JULY 28, 1979

SPONSOR A STUDENT TO CLEAN UP THE TOWN.

This ad sponsored by:  
**LINK'S HARDWARE & DONNA'S HAIRSTYLING**



Jim Urquhart demonstrates classic batting form as he unloads for a 2 base hit. He was just one member of the Hire A Student team that tangled with CHCL radio in an exhibition softball match last week. **GRANDE CENTRE**





## WIND-UP ACTIVITIES





SAMPLES OF H.A.S. WIND - UP PUBLICITY

PEACE RIVER  
H.A.S. Bulletin

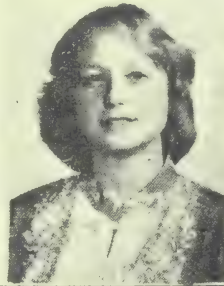
Cut out this article and pin it up as a reminder for next year! The Hire-A-Student summer employment program is soon coming to a close for this season, but you still have a chance to get involved. The Hire-A-Student office in Peace River will be closing on August 17, so if you can, Hire A-Student, right away, but if you can't, we'll be around again next spring, so think of us when you need a helping hand in your spring cleaning, and your gardening - when scheduling vacations for employees and are seeking casual help. Hire A-Student wants to help fill all your needs. We like to see happy employees, and happy students! So next summer, get happy, while making a student happy, HIRE ONE!

Watch for the opening of the Hire-A-Student office in the spring and for further information contact the Canada Employment Centre in Peace River.

See you next summer!

# Hire - a - Student

Val Taranchuk  
H.A.S. Office Manager  
632-4888



Well, it's hard to believe, but ... Hire-a-Student Office will close its pearly gates on Friday, August 10th. We've been open for three months and the response that we received from the Vegreville community and surrounding area was very impressive.

Special thanks must go out to:

The Students - they were an energetic group, and I hope that they register with H.A.S. again next year.

The Employers - farmers, housewives, business people and citizens of the various towns in the region: you gave students a chance and we appreciate it.

The Town of Vegreville - without their encouragement, the H.A.S. program would be in deep trouble! An important person to whom we owe a lot is Mayor Ruptash. With his co-operation, we were able to sponsor a lot of events. Thanks!

Chamber of Commerce - the Vegreville business people showed their approval of H.A.S. by their overwhelming support.

Local Newspapers - we were fortunate to have the encouragement of the local media who covered our various functions and allowed a H.A.S. column weekly.

P.S.S. Office - Where would H.A.S. be without the P.S.S.

office? Special recognition to Lil Whittier who was there when she was needed (which was often!).

Principals of Local Schools - our big fund raiser, the ice-cream sales, were only successful thanks to the assistance of the principals of the local schools.

Lakeland College for donating the office space for the Hire-a-Student office for 1979 - what a great bunch of people!

Kinsmen Club - helped us financially - and I did serve time at the Dunk Tank at the recent Vegreville Exhibition and:

The H.A.S. Committee - a super group who supported the program through it all!

The 1979 statistics for Hire-a-Student will be published next week and you'll agree with me that everyone deserves a pat on the back for helping a worthwhile program!

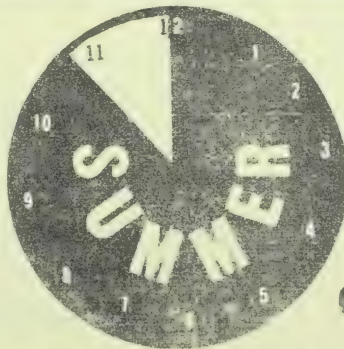
I have enjoyed my position at H.A.S. Office Manager. It was a definite learning experience, and I wish much success to the 1980 Office

Manager.

Thank you again for your enthusiasm and support.

VEGREVILLE

Time is  
running  
out on  
another  
summer.



Our  
office  
will be  
closing  
on August 17

## Hire A Student

THIS IS to notify all residents of Claresholm and surrounding area that your Hire-A-Student office will be closing Friday, August 11. If you still have a job that a student can do, hurry and call Martha at 235-3991. This is your last chance to have a young summer. Claresholm.

## Hire-A-Student soon to close

Time is closing in and it will soon be time to close the Hire A-Student office. Because of the limited time I have left, I would like to invite any employers to hire students for any work they find is catching up on them.

This summer many employers have been satisfied with the services offered by students. Students, as well, are pleased with the available summer jobs.

The demand for students each year is what keeps the HAS offices in any area running. If a lack of interest is shown in a community, chances are that Hire-A-Student will not continue for the next year. Because of this it is important to receive as many placements as possible.

I am glad to say, however, that Fairview has received great results, so next year HAS will be around again.

Thank you.

Brenda Friedel

FAIRVIEW

## H.A.S. grateful for help

To the Editor:

I would like to take this opportunity to thank all of the people in Fort Saskatchewan who helped support this year's Hire-A-Student program.

This year's H.A.S. committee consists of four other people besides myself, Loretta Reid, Geoff Marsh, Shelly Cranston, and Kelly Daniels. With their encouragement, help and ideas throughout the summer, they should share the credit for this year's success of the program.

The support from

various companies and homeowners has increased the amount of placements a good 50 per cent. Last year's final placements were 98, compared to this year's number of placements of 147. Without the help of all these people, H.A.S. would not have been as successful as we were.

Many thanks to all the students that helped make this year's H.A.S. program a very successful one. You all did a great job. I have had many phone calls telling me how great some of you have been. I am really proud of

what you all have done for the community this year and I hope that you will all take part in the program next year.

I would also like to send my special thanks to the Fort Record. Not only did you print an article for me when I needed one done, but you also placed four students through the H.A.S. program. I hope that you give next year's H.A.S. office manager the same help that you have given me.

Sincerely,  
Berni Godlein

H.A.S. Office Manager



# Hire A Student

## Closes August 17, 1979

On behalf of the committee and myself, I would like to thank the employers, interested citizens, and students who helped to make the 1979 Hire A Student Program a success.

**Donna Bradley**  
Office Manager  
**Hanna**

# TO THE EDITOR

## SUCCESSFUL SUMMER FOR H.A.S.

I would like to express my sincere thanks for your help this summer. Your support helped to make this year the most successful yet for Hire-A-Student.

Of the 396 students registered in the program this year, all but 34 received a job, even if it was just a casual one. The success of the program has been through the aid of support such as yours.

The Hire-A-Student office will be closing on August 17. Hopefully, with your support, H.A.S. will continue to provide assistance to the youth of this community in coming years.

ST. ALBERT  
Janet Boddez  
Office Manager





## HIRE-A-STUDENT

Office Closes  
August 10, 1979

HIRE STUDENTS NOW!!

Call Val at 632-4888

Ad sponsored by: Chin's Restaurant

## It H.A.S. Been Great!



## HIRE-A-STUDENT SAYS THANK-YOU!!

As of Aug. 10, 1979, the H.A.S. office will be closed. 1979 was a great year, and I would like to thank everyone who supported, encouraged, and used the H.A.S. Services.

Special thanks to:

- The Students                      -Chamber of Commerce
- The Employers                      -Local Newspapers
- The Town of Vegreville                      -P.S.S. Office
- Lakeland College                      -H.A.S. Committee
- Kinsmen Club                      -Principals of local schools



And: To You -

The Community!

Ad sponsored by: Kinsmen Service Club

On August 31st, Hire A Student Regional Coordinator Edith BiaWozyski dismantled the last of the 1979 Hire A Student program. "I'd like to thank the students, homeowners, media personnel and businessmen who supported this community-based program."

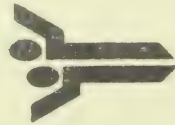
This has been Hire A Student's most successful year. In Wainwright, 213 new student registrations were taken between May 1st and August 31st. 201 regular and casual job opportunities were filled by these students. 333 regular and casual jobs were filled by the 349 Provost, Vermilion and Wainwright area students who registered with Hire A Student this summer. All in all, local Hire A Student activity has increased 65% over last years' Hire A Student operations.

Remember - many students will be available to work throughout the entire year. You can always rely on a willing and enthusiastic student to shovel your driveway, supervise your children, provide relief staff during the Christmas rush ... or just about anything!

Until the Hire A Student office re-opens next May, contact the school, Canada Employment Centre for names of available students.



*Thank You*



Camrose and area  
for making

**Hire A Student**  
a success!

Office closes August 31.  
No. 208, Federal Building  
Phone 672-0505

# HATS OFF!!!

to all the citizens,  
**businesses and organizations**  
of Southeast Manitoba

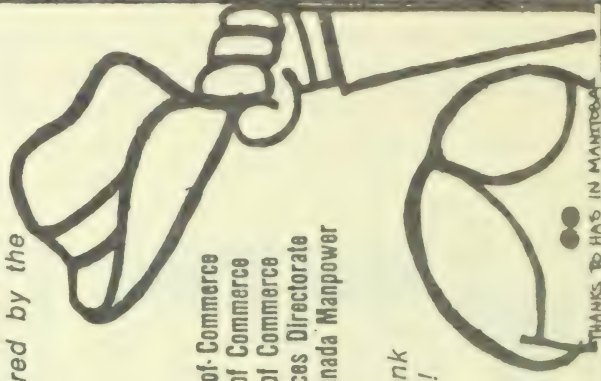
Who helped support the "Hire-a-Student" job centres in Steinbach, Ste-Anne, St-Pierre, in one way or another. Thanks to you the "H.A.S." Program '78 was a success!

The "Hire-a-Student" job centres were sponsored by the following:

Steinbach Chamber of Commerce  
Ste-Anne Chamber of Commerce  
St-Pierre Chamber of Commerce  
Manitoba Youth Services Directorate  
in co-operation with Canada Manpower

Once again, thank  
you very much!

Hope to see you  
again next year!



THANKS TO HATS IN MANITOBA



# Hire A Student



## THANK YOU

The Hire-A-Student staff and committee wish to thank the Community for their support during the 1978 Hire-A-Student Program, which terminates on August 12, 1978.

**ROBERTA RAUCH**  
OFFICE MANAGER

**LOYAL MA**  
**LARRY STEEVES**  
COMMITTEE MEMBERS



## F. Advertising And Promotions Checklist

### 1) How to reach students:

- school presentation.
- school newsletter.
- school announcements(P.A. system).
- school displays, posters.
- bulletins sent to students.
- posters(at teen centres, pool halls, swimming pools).
- radio announcements.
- newspaper advertisements.
- letters or flyers sent out to parents.
- special registration days at schools or Hire-A-Student centre.
- distribution of school yearbooks from the Hire-A-Student centre.
- flyer in report cards.
- signs in school buses.
- panel discussions with employers and students.

### 2) How To Reach Employers And The Community

- newspaper ads.
- posters placed in stores, bulletin boards, offices and schools.
- flyers distributed through Post Office, grocery stores, fuel agencies, milk deliveries, district agriculturists and with utility bills.
- introductory letters sent to service clubs, businesses, town councils, clergy.
- letters from the president of the local Chamber of Commerce or Board of Trade to members encouraging them to hire students.
- visits to employers.
- presentations to service clubs and town councils.
- radio announcements.
- bill boards signs or signs in sport arenas, on ice cream sales bicycles, etc..



- banners in parades or on downtown streets.
- special projects such as odd job squads, parades and car washes.
- phone solicitations to businessmen and householders.
- grand openings, Hire-A-Student "open house".
- through advertising on restaurant menus, table placemats, etc..
- using Hire-A-Student buttons-
- Hire-A-Student stickers on grocery bags, brochures, posters, utility bills, etc..
- thank you letters and advertisements at the end of the summer.

#### G. Resource Materials Available To Hire-A-Student Offices

- 1) At the time of this writing, the provincial Hire-A-Student Resource office will provide the following supplies to Hire-A-Student offices throughout the province.
  - a. Hire-A-Student Handbook.
  - b. Envelopes.
  - c. Hire-A-Student Letterhead.
  - d. Employer's order books.
  - e. Certificates of Appreciation to be signed by local Hire-A-Student committee chairman.
  - f. Hire-A-Student Posters(11" x 14").
  - g. Hire-A-Student Posters(18" x 24").
  - h. Posters - "Part of Every Job Experience is Getting It".
  - i. Posters - "Is There a Future in Your Future."
  - j. Pamphlet - "Seeking Summer Employment Sensibly".
  - k. Pamphlet - "It's Good Alberta Business to Hire A Student."
  - l. Tear Sheets(advertising Odd Jobs).
  - m. Reference Materials(information on Labour Standards, Human Rights, Post-Secondary Education Programs).
  - n. Hire-A-Student buttons.



2) Your local Canada Employment Centres will make available:

- a. Posters,
- b. Business cards.
- c. Tapes of radio ads.
- d. A slide-tape presentation on Hire-A-Student committees.
- e. Student registration cards.
- f. Employer's order forms.
- g. Referral notices.
- h. Employer visit report forms.
- i. Social Insurance Number kits.

The final list of supplies available in 1980 will be provided at the Spring Training Session.

By the way, these supplies have been developed because past student staff and Hire-A-Student committees asked for them. New ideas are always welcome, so be sure to note any suggestions and include them in your reports to the coordinating team.

***Details Of  
Managing A  
H.A.S. Office***



## DETAILS OF MANAGING A HIRE-A-STUDENT OFFICE

### A. Office Organization

The organization of your office is an important consideration. Keep your office orderly, bright and attractive. You want students and employers alike to feel comfortable when visiting the centre.

Following are some ideas you may find helpful in setting up your office. Try new ideas as well. If they work be sure to tell your resource people!

1. If possible, ensure public awareness of the office location by placing a Hire-A-Student poster with hours of operation and phone number on the closest wall, window, or door outside the office.
2. No matter what size office you have, there is always room on the front of the desk or the wall or pillar behind your chair to put up posters. Display ready made posters (ie career posters such as "Is There a Future in Your Future") or better yet, show off the prize winners from your elementary school poster contest.
3. Use large pieces of bristol board and design your own "how to . . ." posters. A poster on "How to Fill out a Student Registration Card" not only looks attractive, but is a time saver if you have a number of students registering at once. Place the registration cards and pens beside the poster so students can begin completing the form if you are busy.
4. For the students' reference and your own, it's a good idea to post a copy of the "Alberta Labour Regulations" near your desk. If an employer calls in to place an order below minimum wages, by having the bulletin close at hand, you can read the exact wording of the regulation to him/her. This helps prevent misunderstanding.



5. Place reference pamphlets on your desk, an empty table or on a pamphlet stand for easy access for students and employers coming into the office. Include materials on:

- post-secondary education programs.
- federal and provincial programs(e.g. S.T.E.P., Options 80).
- job search techniques(e.g. Job Seekers Handbook).
- labour standards.
- human rights.
- student services(ie hostels, clinics).
- maps, bus routes and schedules.

6. Locate an inexpensive cork board to place on your wall. Post active job cards on the cork board so the students have an idea of what types of jobs are available through Hire-A-Student. (Note: be sure the employer's name is not on the card). You could also set aside a corner of the cork board for the name of an employer or student of the week(ie the student most active in the local odd job squad, etc.).

## B. Files

You can provide efficient service when you are well organized. This is easy to do if you set up and maintain a filing system for student registrations, employer's order forms, job referral notices, and employer visit forms.

You don't need standard filing cabinets to do this, but can use any container(ie cardboard boxes, ring binders, recipe boxes, etc.) that will answer your needs. Further, the complexity of your filing system is dependent on the number of student registrations and employer's orders handled through your office.

Former Hire-A-Student office managers originated the ideas listed below. Again, the rule is to use one or any combination of these ideas, or develop new ones that will make it easier for you to access the information in your files.

1. Student registration cards should be alphabetical, and can be broken down further into a variety of categories such as:

- post-secondary male/post-secondary female/secondary-male/secondary-female - with student age marked on the top right-hand corner

or

- under 15 years/15 years and over - with age and sex marked on the top righthand corner

or

- placed/actively seeking a job/not seeking a job - with age and sex noted on the top righthand corner.

When you do put notations on the top righthand corner, try using a different colored ink for each month. This makes it easier to count new registrations at the end of each month.

You may also wish to maintain a separate list of student names and telephone numbers for those interested in casual labour (ie babysitting, lawncutting). This is handy for rush orders.

2. Employer's Order or Employer's Order Worksheet can be broken down as follows:

- numerical (Job Order number 1,2,3. . .)

or

- new orders/closed orders (ie cancelled and/or filled)

or

- casual orders/regular orders

or

- occupation (ie babysitter/labourer/cook . . .)

or

- orders requiring referrals/orders with referrals.

### 3. Referral Notice

- staple the top copy of the referral notice to the employer order form (the second and third copy are given to the student you refer)
- or
- place the referral notices chronologically from most recent back .

### 4. Report of Employer Visit

- file each report alphabetically according to the name of the business.

## C. Records

As the summer progresses, you will need to refer back to what happened, and when. For example, you might want to know what day you put up posters, when an employer phoned, or what employers supported Hire-A-Student by providing free advertising. You will also want to leave adequate information for future Hire-A-Student managers. A good rule of thumb for setting up your records is to include the kind of information that you found useful when you started work.

The following breakdown will give you an idea of information to include. To keep everything intact, past office managers have used a three-ring binder organized into the sections listed below.

### 1. Log Book

Your log book should be a handy record of your daily Hire-A-Student activities, including comments and recommendations. For example:

May 5 - First day in the office. I organized the office, put up some posters and began reading through the records

kept by past office managers.

May 6 - Today I spent two hours at the high school. I received permission from the principal to set up a desk in the main hallway and take student registrations. I received five. Next time I will get someone to announce over the intercom where I will be and when, and also place posters on the bulletin boards with this information so more students are aware that I am there.

It is easy to forget details so make an effort to regularly record dates, addresses and phone numbers of contacts, and other important information in your log book. You will need this information to arrange repeat activities, to prepare reports, and to verify what has happened.

## 2. Correspondence

Keep copies of letters sent (ie to employers, service clubs, etc), and those received.

## 3. Reports

Retain a copy of your monthly written reports, monthly statistical reports and final report (see next section for suggested formats).

## 4. Publicity

Collect the newspaper articles, advertisements, flyers, handouts, and/or pictures of the Hire-A-Student promotional activities you arranged during the summer. Indicate the date and the results or drawbacks (e.g. "This is a copy of the opening ad for the office. It was placed in the May 17 paper. Next year it should be placed a week earlier so that it doesn't fall on the long weekend when people are out of town and not reading the paper.")



The publicity section is a good reference for you when writing monthly reports. It is also an excellent source of ideas on how to set up an effective promotional campaign for future Hire-A-Student managers.

## 5. Financial Records

Record Hire-A-Student income and expenditures. This will help you complete the itemized statement that is sent with your monthly written report. At the end of the summer, both you and your committee will know exactly how much money was needed for your Hire-A-Student program operations, and where it came from.

Following is information on financial statements. Be sure to show it to your committee to see if the format is acceptable to them. If not, get specific instructions from them on how to keep these records.

- a) When recording income, you may find it easier to provide two lists. One could show actual dollars received. The second could detail donations in kind (ie office space, ad tagging, etc.) with your realistic estimate of the dollar value of the donation. In this case, your statement would read as follows:

Your Town Hire-A-Student  
August 31, 1980  
Financial Statement

Cash Revenue

Your Town Chamber of Commerce	100.00
Vanier High Students Union	25.00
Your Town Lions Club	50.00
Alberta Advanced Education & Manpower	1,300.00
	<hr/>
Total	\$1,475.00

Donations

Your Town Town Council	- Office Space -	300.00
Your Town Town Council	- Telephone & Utilities -	120.00
W.E. Smith Electrical	- Advertising -	20.00
C.B.C. Carpeting	- Advertising -	20.00
Your Town Herald Tribune	- Advertising	250.00
Your Town School Division	- Paper Supplies	75.00
Total		<u>\$785.00</u>

- b) An itemized statement of expenditures, based on cash revenue would read as follows:

Your Town Hire-A-Student  
Statement of Expenditures - Aug.31, 1980.

Budget Item	May	June	July	Aug.	Total	Comment
Wages	120.00	240.00	480.00	240.00	1,080.00	@ \$4.00/hour
Employee Benefits	10.00	18.00	36.00	18.00	82.00	
Employee Travel	50.00	15.00	10.00	5.00	80.00	Re: 3 training sessions, and school visits
Telephone & Utilities	3.00	4.00	2.00	1.00	10.00	Paid long distance charges only
Office Rent	Donated					
Equipment & Supplies	20.00	6.00	2.00	4.00	32.00	Includes postage
Publicity & Printing	50.00	45.00	25.00	20.00	140.00	
Miscellaneous				32.00	32.00	Pop for Odd Job Squad Members
TOTALS	253.00	328.00	555.00	320.00	1,456.00	

- c) At the end of the summer, your committee will want to know if there is an "excess of revenue over expenditure", or if there is a "deficit".

To do this, you take the cash revenue total and subtract your expenditures total.

#### 6. Newsletters

Retain copies of both the province-wide and local newsletters ( a description of each follows). These copies will help future office managers with ideas on new things to try and on the kinds of contributions they should make to the newsletters.

##### a) Province-wide newsletter

The province-wide newsletter is compiled by your federal and provincial resource personnel in Edmonton. Copies are distributed to all the Hire-A-Student offices in Alberta and the Northwest Territories. Published monthly, the newsletter is an informal vehicle of communication with emphasis on the exchange of ideas and highlighting promotional ideas, labour market information, placement statistics, background information and points of interest.

Although there are considerable differences between the various offices(urban vs. rural, northern vs. southern, depressed vs. booming labour markets) much can be learned by sharing ideas, experiences and solutions. This can only happen when all local offices contribute, whether it be an odd job order or the planning of a major promotional campaign. Articles and photographs(black and white) are always welcome. Submissions should be directed to the attention of the Information Officer, Canada Employment and Immigration Commission, 6th floor, Batoni-Bowlen Building, 9925 - 109 Street, EDMONTON, Alberta, T5K 2J8.

##### b) Local Newsletters

A second newsletter, local in nature, is compiled by your regional coordinator. This newsletter is intended to keep office managers up to date on Hire-A-Student activities in their own district.

Input from the office managers could include such things as activities tried, events coming up, helpful tips or suggestions, samples of advertising they have used, etc.. The regional coordinator could add business matters, a checklist of monthly activities, important announcements, and reminders for deadline dates.

Responsibility for writing the newsletter can be handled in various ways - by the regional coordinator, split among the office managers, whatever. It is a chance to share successes and failures, as well as get to know your co-workers better.

#### D. Reports

Each Hire-A-Student office collects information on activities, and prepares reports on program results. Hire-A-Student staff should familiarize themselves with the following reports and note the activities they must keep track of.

##### 1. Monthly Written Report

The monthly written report should summarize your office activities and problems, and make recommendations. These reports are most important in providing ideas and direction to committees, resource staff and future Hire-A-Student staff.

By the fifth working day of each month(June, July, August) a copy of your report should be submitted to the Hire-A-Student Resource office 10924 - 119 Street, Edmonton, Alberta T5H 3P5, your committee chairperson, and if applicable, your regional coordinator. Retain a copy of each monthly report for your office records.

The information for the monthly report can be obtained from your daily log book and publicity book(see Records section). The report should include a monthly itemized financial statement and a narrative



report including comments on success, problems, or recommendations related to:

- employer visits(include list visited).
- school presentations and visits.
- service club presentations.
- public relations and the timing of these activities(attach samples of your ads, flyers, and letters, etc.. Please send originals to the Hire-A-Student Resource office, so they may be duplicated for next year's handbook).
- job creation projects(indicate the type of activity, the number of students involved, and your evaluation).
- activities you have shared with the Hire-A-Student committee (ie meetings, office visits, joint employer/community visits).
- areas in which you require further assistance.
- your recommendations(local and/or provincial).

Other suggestions you might find useful when preparing reports are:

- to set aside a specific day every month to prepare your report. You may wish to coincide the completion of this report with the monthly statistics sheet.
- to keep a file for observations and notes that could be of interest.

## 2. Final Written Report

When Hire-A-Student offices close, a final report is submitted to the committee, federal and provincial coordinators, and where applicable, the regional coordinator.

This report will influence 1981 operations, so make it as detailed as possible regarding your office successes and failures, and put in all your recommendations. If you have time, it's a good idea to provide a summary sheet listing the recommendations.

Your report should include:

- a) Name of village, town or city
- b) Name of office manager, home address and phone number
- c) Number of Hire-A-Student staff and educational level
- d) Location of office
- e) Dates and hours of operation(full and part-time)
- f) Location of 1980 files
- g) Committee contact for 1981(name, address, phone number). Confirm this contact and ensure that they are willing to receive the 1981 funding support applications.
- h) Using the monthly report headings(ie employer visits, school presentations, etc.) as a guide, summarize and evaluate your activities, and provide comment and/or recommendations on each area.
- i) Final statistical report
- j) Copy of the job order book(for rural Hire-A-Student centres only)
- k) Record of expenses and community-donated support as approved and signed by the committee chairman.
- l) Comment on Handbook
- m) Comment on province-wide supplies
- n) Comment on the province-wide and local newsletters

### 3. Monthly Statistical Reports

At the time of writing this handbook, no decision had been reached on the format for statistical reports to be completed by 1980 Hire-A-Student offices. A supplementary handbook on statistics will be provided by Regional Office, Canada Employment and Immigration Commission at a later date.

## E. Forms

The following forms have been referred to earlier in this handbook to illustrate how they can help you with your activities. This section outlines how to properly complete them.

### 1) Student Registration Card

Students looking for summer employment should register with the Hire-A-Student offices by completing the student registration card provided by the local Canada Employment Centre.

At the time of writing this handbook, the student registration card was being revised by the federal government and a copy was not available for printing. However, the changes in the form are minimal, so the following checklist, used in 1979, should still be applicable:

#### a) Surname and Given Names

- first and last names should be legible.
- have the student underline the name he uses.

#### b) Social Insurance Number

- anyone, of any age, can apply for a Social Insurance Number (S.I.N.), which they keep for the rest of their life.
- while employees 16 and over must have a S.I.N., encourage the younger student to apply for one as well.
- application forms can be obtained from a Canada Employment Centre, or from Hire-A-Student offices.

#### c) Date of Birth

- it is very important to know the student's age. For easy reference, write the age on the upper right hand corner of the registration card.
- if a student looks extremely young for the age registered, do not hesitate to ask for some identification.

d) Address and Téléphone

- you will no doubt be contacting the student at some time, so make sure this is filled out.

e) Present Education

- this item is important for some government programs and occasionally private industry.
- year of education circled must be the highest grade completed (not the grade the student plans to enter the following year).

f) Special Qualifications

- note any licenses, certificates of accomplishments, or special courses at school.

g) Preferred Occupations

- ensure that the student be specific.
- try to differentiate between what the student wants and what the student will take. Consider employment interests in relation to geographic location, transportation, hours available, casual work, etc..

h) Previous Employment

- the student should put down specific jobs held over a period of time and general kinds of casual jobs he has held(e.g. lawn mowing, babysitting).

i) Signature and Date

- it is important that the student date and sign his registration card to verify that the information provided on the form is accurate. Unfortunately, students may provide false information, especially about their age, and you may make an improper referral based on the misinformation. A signed registration leaves you clear.



j) Canadian Citizen

- one of the boxes should be checked to indicate whether the student is a Canadian citizen or landed immigrant.
- Hire-A-Student can legally refer only Canadian citizen, landed immigrants, or students with working visas to jobs.

2. Employer's Order and Employer's Order Worksheet

When an employer gives you a job order, you will want to get all the information you can, to properly refer qualified students to the employer. To ensure that all necessary information is recorded, complete a copy of the form as the employer describes the job, student qualifications and other details.

Following are some of the terms used on the employer order form and their meaning:

- Block 01 - Order Number. Ignore the printed number and starting with 1, number each employer order that your Hire-A-Student office receives.
- Block 04 - Action. Record the date the order was received. Use day, month and year numbers (ie 7/6/76).
- Block 09 - Vacancy refers to the number of positions open with the business. If two students are required to do the same kind of work, there are two vacancies, but only one order.
- Block 11 - Occupational Title. General name for the job being offered. The title should not discriminate between male and female (e.g. the term "labourer" is not discriminatory).
- Block 12 - Maximum Referrals. Indicate the maximum number of people the employer will interview.
- Block 22A- The name of the person in the business who will be interviewing applicants for the job.

## Employer's Order Form(front)

01 ORDER NO. N° DE L'OFFRE <b>1</b>		02 RESP. INC. <b>HAS</b>		03 UNIT <b>CK 0905 77</b>		04 CODE <b>77</b>		05 VAC <b>01</b>			
10 NAME OF EMPLOYER NOM DE L'EMPLOYEUR <b>PEKING RESTAURANT</b>						11 OCC. TITLE TITRE DE LA PROFESSION <b>Waiter/Waitress</b>			12 MAX. RES. MAX. DE PRES. <b>10</b>		
13A NO. AND STREET NO. ET R. <b>414 - 3 Avenue S.</b>						14 START REFER. DE PRES. <b>ASAP (As Soon As Possible)</b>			15 START WORK. DEBUT DU TRAV. <b>ASAP</b>		
13B CITY OR TOWN VILLE OU VILLAGE <b>UTOPIA</b>						16 TEL. NO. N° DE TEL. <b>7285111</b>		17 WEIGHT POIDS <b>ONLY IF SPECIFIED BY EMPLOYER</b>			
13C PROVINCE <b>ALTA</b>		19 POSTAL CODE CODE POSTAL <b>T6E 1Y2</b>		20 EMPL. CODE CODE D'EMPLOI <b>7285111</b>		21A PERM. <b>1</b>		21B TEMP. <b>1</b>		21C CAS. OCC. <b>1</b>	
22A APPLY TO - S'ADRESSER AU <b>Mr. Sam Wong</b>						23 MUST HAVE DOIT AVOIR <b>1</b>		24 JOB ZONE D'EMPL. <b>Same</b>		25A UNION OR PROFESSION ASSOC. <b>SHOULD ASK FOR PARTICULAR IF JOB WARRANTS</b>	
26 IND. CODE CODE IND. <b>8886</b>						27 TYPE OF BUSINESS GENRE D'AFFAIRES <b>Restaurant</b>		28 CLEARED MISE EN COMP. <b>DJ M Y A</b>		29A EDUCATION INS. INSCRIPTION <b>IF EMPLOYER SPECIFIES</b>	
31 PREP. CMC PREP. <b>N/A FOR HAS PURPOSES</b>						32 PREP. UNIT UNITÉ PREP. <b>N/A FOR HAS PURPOSES</b>		33 IND. EXP. ACT. E.T. CRE. <b>N/A FOR HAS PURPOSES</b>		34A S.P. <b>1</b>	
35 ENTERED INSCRIPTION <b>✓✓</b>						36 IND. EXP. ACT. E.T. CRE. <b>✓✓</b>		37 IND. EXP. ACT. E.T. CRE. <b>✓✓</b>		38 DUTIES AND OTHER SPECS. FONCTIONS ET AUTRES DETAILS <b>For Public Service Related Jobs - (Young Canada Works) enter the No. 1</b>	
39C NOTES NOTES <b>**SPACES LEFT BLANK ARE FOR INFORMATION SPECIFIED BY CEC OPERATIONS.</b>											

Employer's Order Form(back)

40

TRANSACTIONS ON THIS ORDER - OPÉRATIONS AFFÉRENTES À CETTE OFFRE D'EMPLOI

A DATE REFERRED PRÉSENTÉ LE	B OCCUPATION CODE CODE PROF.	C CMC	D NAME - NOM	RESULT - RÉSULTAT								N OBSERVATIONS REMARQUES
				E	F	G	H	J	K	L	M	
				P	TI	R	FT	FT	W	X	RR	
01/06	Not applicable	HAS	Mary Brown			✓						9:00 a.m.
01/06	to H.A.S.	HAS	Ann Black				✓					9:30 a.m. Employer requested additional referrals
10/06		HAS	Judy Smith			✓						2:00 p.m.
10/06		HAS	Carol White			✓						2:30 p.m.
10/06		HAS	Bob Jang					✓				3:00 p.m.
10/06		HAS	Tom Johnson			✓						3:30 p.m.
10/06		HAS	Jane Doe	✓								4:00 p.m. Employer satisfied - May also keep Jane for part time in the fall.

The back of the order form is for your office use. Enter information on the back of the order daily; this will help when compiling statistical reports.

Record the names of students referred to the employer and the subsequent results. That is, whether the student was placed(P), rejected(R), failed to report(F T R) or failed to accept the job(F T A).

The employer may cancel some job positions or fill them through other means. Check(✓) where applicable and note in employer's order book the reason for cancellation.

QTY. NBR	REASON - RAISON	TOTALS	P	TI	TE	CANC - ANN	REASON - RAISON	QTY. NBR
CODE	DESCRIPTION	TOTALS					DESCRIPTION	CODE
A	NO CLIENT AVAILABLE PAS DE CLIENT	41					FILLED THROUGH OTHER MEANS REPLIES PAR AUTRES MOYENS	D
B	CHANGE OF PLAN CHANGEMENT DE PROJET						OTHER REASONS AUTRES RAISONS	E
C	UNSUITABLE WORK CONDITION PIETRES CONDITIONS DE TRAVAIL	42.						





Manpower and Immigration Main-d'œuvre et Immigration

EMPLOYER'S ORDER WORKSHEET - ÉBAUCHE DE L'OFFRE DE L'EMPLOYEUR

Ind. Code - Code D'a.é.	Order No. - N° de l'offre	Occ. Code - Code prof.
see Appendix D		
Date of order	Title - Titre General name for the job being offered. The title should not discriminate.	
Resp. CMC - CMC resp. H.A.S.	Salary - Salaire Hourly or monthly rate or commission sales.	
Resp. Unit - Unité resp. your initials	Location - Endroit Town, city or village; not the address of the employer.	
Start Ref. - 1ère prés. (ie referrals)	Terms - Conditions Hours and days of work; any overtime? Casual (five working days or less) or Regular (over five days)	
Vacancies - Postes vacants	Requirements - Exigences	
number of positions open with the business	ie. Is previous experience required? Do applicants need a driver's license or their own transportation? Do they need to be bondable? Are any qualifications such as typing required?	
Max. Ref. - Max. de prés.	Duties - Fonctions	
maximum number of people the employer will interview	Have employer specify.	
Tel. No. - N° de tél.	Name of Employer - Nom de l'employeur	
	Name of the business.	
	Address - Adresse	
	Both the street and mailing address.	
Ref. Times - Hrs de prés. hours	Apply To - S'adresser à	
for interviews	Name of the person in the business who will be interviewing applicants for the job.	
	Remarks - Remarques	
Include when and where students should go to apply, and whom they should see.		

You can use this worksheet to take down the job order when an employer phones in. Be sure to transfer the information to an employer's order form each day. Or, post this form next to your telephone for use as a checklist.

ENTERED - INSCRIPTION		
731 A	753	Regist. Inser.




### 3. Job Card

The information for the job card is taken right off of the employer order form. This card is used for public viewing. It may be put up on a school bulletin board or on an office job order board.

The details such as the employer and place of business are left off to ensure that the student is interviewed and prescreened according to job qualifications before being referred to the employer.

Following is a sample of a job card:

	Manpower and Immigration	Main-d'œuvre et Immigration	No <b>1</b>
Title Titre	Waiter/Waitress (refer to block 11 on the employer order form)		(This number corresponds to the order number on the Employer Order block 01)
Salary Traitement	\$3.00/hr (refer to block 30)		
Location Endroit	Utopia (refer to block 13b <u>Do Not</u> put on the address)		
Terms Termes	<u>(refer to block 38)</u>		
Requirements Exigences	(refer to block 23)		
Details Détails			

MAN. 1000 1000

#### 4. Job Referral Notice

A referral will be effective if you are clear about the requirements of a job and consider the background, skills and preferences of available student clients which could be suitably matched to the needs of the employer. In making a good referral consider the following:

- a) Do match qualifications of the student with the job requirements. Attempt to get useful information that will help you assess the possibilities and alternatives available for a student's qualifications and determine the student's needs and restrictions in terms of financial requirements, physical limitations, available transportation, etc..
- b) Do give the student an accurate description of the job. Know what the job responsibilities and duties are. If a student is unsuitable for a position, explain the employer's specifications and why the student is not qualified for the job. A tactful approach is important in suggesting alternatives for the student to consider or in confronting him/her with advice for self-improvement.
- c) Do determine whether or not the student is genuinely interested in the position before making a referral. Make sure you are objective.
- d) Do provide the suitable student(s) with full details on where to go, whom to see and when to be there.
- e) Do remember to record all the relevant information on the back of the employer's order as well as on the back of the student's registration card. Referral should also be accounted for in the employer's order book for easy retrieval.
- f) Do contact the employer with respect to matters requiring clarification, or in cases where an interviewer has reservations about a certain student, before making a referral.

- g) Do conduct a follow-up with the employer and student.
- h) Don't make any assumptions about the student - don't judge on your personal likes or dislikes.
- i) Don't sacrifice quality or quantity in making referrals.
- j) Don't promise what you cannot deliver - make no guarantees.
- k) Don't be concerned with simply the quantity of placements.
- l) Don't oversell the client or the job. Be realistic, pragmatic and honest in your approach.
- m) Don't accept job orders that are discriminatory.

The student should be given the middle and bottom copy of the referral notice. When the student is interviewed, he gives the employer the bottom stiff copy. It serves as an introduction to the employer, lets him know that Hire-A-Student referred the student, and allows him to confirm the placement with the Hire-A-Student office by returning the form as indicated, or phoning. The student can keep the middle copy.

Employment and Immigration Canada    Emploi et Immigration Canada																																							
TOP COPY- REFERRAL NOTICE <i>AVIS DE PRÉSENTATION</i>																																							
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Job Referral Notice (middle copy)

TO - A		R		2		CMC REFERRING CMC DE PRÉS		UNIT - UNITÉ	
PEKING RESTAURANT						H A S		C K	
ADDRESS - ADRESSE		SI NO N° A S		1		2		3	
414 - 3 Avenue S.				4		5		6	
UTOPIA		APPLICANT (SURNAME) - CANDIDAT (NOM)		DOE		7		8	
ATTENTION		MR - M		(INITIALS - INITIALES)		9			
Mr. Sam WONG		MRS - MME		J. S.					
THIS APPLICANT IS REFERRED IN RESPONSE TO YOUR ORDER FOR CE CANDIDAT VOUS EST PRÉSENTÉ EN RÉPONSE À VOTRE OFFRE D'EMPLOI:		MISS - Mlle				DATE REFERRED - DATE DE PRÉSENTATION		DAY - JOUR MONTH - MOIS YEAR - ANNÉE	
WAITER/WAITRESS									
OCCUP. CODE - CODE PROFESSIONNEL		IND CODE IND		NO. CASUAL DAYS NBR. JRS OCC		ORDER NO - OFFRE N°			
Not necessary		8 8 6		1					
				CANCEL ENVOYÉ		CLEARING CMC CMC ENVOYEUR			
				<input type="checkbox"/>					
				CORRECTION					
RESULT - RESULTAT		DATE TO START WORK DATE D'ENTRÉE EN FONCTIONS		RESULT DATE DATE DU RESULTAT					
FAILED TO REPORT <input type="checkbox"/> NE S'EST PAS PRÉSENTÉ		FAILED TO ACCEPT <input type="checkbox"/> N'A PAS ACCEPTÉ		REJECTED <input type="checkbox"/> A ÉTÉ REFUSÉ		HIRED - EMPLOUÉ			
						LOCALLY LOCALEMENT		BY TRANSFER PAR TRANSFERT	
						<input checked="" type="checkbox"/>		<input type="checkbox"/>	
						D-J		A-S-M-Y-A	
						D-J		M Y-A	

EMP 2284 (2-78) (MAN 713C) 7530-21-036-5119

Job Referral Notice (bottom copy)

TO - A		R		2		CMC REFERRING CMC DE PRÉS		UNIT - UNITÉ	
PEKING RESTAURANT						H A S		C K	
ADDRESS - ADRESSE		SI NO N° A S		1		2		3	
414 - 3 Ave S.				4		5		6	
UTOPIA		APPLICANT (SURNAME) - CANDIDAT (NOM)		DOE		7		8	
ATTENTION		MR - M		(INITIALS - INITIALES)		9			
MR. SAM WONG		MRS - MME		J. S.					
THIS APPLICANT IS REFERRED IN RESPONSE TO YOUR ORDER FOR CE CANDIDAT VOUS EST PRÉSENTÉ EN RÉPONSE À VOTRE OFFRE D'EMPLOI:		MISS - Mlle				DATE REFERRED - DATE DE PRÉSENTATION		DAY - JOUR MONTH - MOIS YEAR - ANNÉE	
WAITER/WAITRESS									
OCCUP. CODE - CODE PROFESSIONNEL		IND CODE IND		NO. CASUAL DAYS NBR. JRS OCC		ORDER NO - OFFRE N°			
Not necessary		8 8 6		1					
INSTRUCTIONS TO EMPLOYER		INSTRUCTIONS À L'EMPLOYEUR							
<ul style="list-style-type: none"> <li>PLEASE COMPLETE IN FULL THE SECTION BELOW AND MAIL</li> <li>OR</li> <li>ADVISE OFFICER WHOSE NAME AND TELEPHONE NUMBER ARE RECORDED ON REVERSE SIDE</li> </ul>		<ul style="list-style-type: none"> <li>REPLIR AU COMPLET LA PARTIE CI DESSOUS ET METTRE À LA POSTE</li> <li>OU</li> <li>AVERTIR L'AGENT DONT LE NOM ET LE NUMERO DE TELEPHONE SONT AU VERSO</li> </ul>							
<input type="checkbox"/> CANDIDATE DID NOT ACCEPT LE CANDIDAT N'A PAS ACCEPTÉ		<input type="checkbox"/> REJECTED BY EMPLOYER REFUSÉ PAR L'EMPLOYEUR		<input checked="" type="checkbox"/> HIRED EMBAUCHÉ					
SIGNATURE OF EMPLOYER SIGNATURE DE L'EMPLOYEUR		DATE		24/05/78					

EMP 2284 (2-78) (MAN 713C) 7530-21-036-5119



## 5. Employer's Order Book

The employer's order book is a log of all information pertaining to every job order received by the Hire-A-Student office. Entries from an employer's order to the employer's order book should be made at the end of each day.

a) You may find it helpful to

- draw a line across the page over the job orders that were either filled or cancelled at the end of each day.
- use a specific colored pen to record all activity for each statistical month(ie May in blue, June in red). Change colors as soon as the next statistical month begins. With this procedure, you may take the job order in May(blue) and do referrals and placements on it in June in a different color. This makes for easier identification for each statistical month.

b) Each employer's order book is done in triplicate on carbonized paper. (Keep it separate so that you don't inadvertently write on it and end up with unreadable copies). The top copy remains in the Hire-A-Student office, the bottom is given to the regional coordinator at the end of each reporting period, and at the end of the summer, middle copies are submitted to the Hire-A-Student Resource office, 10924 - 119 Street, Edmonton.

[illegible]

## F. Closing The Office

1. By August you will have compiled a wealth of information to leave for next year's manager. Don't let it get lost. It is very important to place the files at some readily accessible place in the town(e.g. the town office) and to inform next year's committee contact person of their location. Be sure that boxes containing the files are well marked and state that they should be held until 1981, so as to avoid any janitorial problems which occur from time to time.
2. In addition to leaving behind a complete and comprehensive set of files, the following activities should be undertaken before closing your office:
  - send thank you letters to local media(newspaper, radio, etc.), donors, committee members, employers, and any "special" people.
  - submit an open thank you letter to the editor for all employers, students, and others involved in Hire-A-Student.
  - announce the closing of your office in the paper one or two weeks in advance.
  - send certificates of appreciation to very special people(if possible, purchase inexpensive frames for these).
  - arrange a final committee meeting at which recommendations and next year's program can be discussed. Your regional coordinator and resource personnel will be happy to attend. Agenda items could include hours of operation, starting and closing dates, advertising and hiring of office manager position, budgeting, office space, committee members, evaluation of advertising materials, etc.. Recommendations arising from this meeting should be included in your final report.
  - make sure all job orders have either been filled, or that you have called the employer to advise him you are unable to fill the order. Cancel unfilled orders.
  - make sure your office is left clean.

#### G. Plan Your Work And Work Your Plan

Now you have an indication of what Hire-A-Student involves, it's time to get to work. Use the next few pages to draft a summer work plan to present to your committee for their consideration and comment.

How you do your plan is up to you. It can be general or very detailed. However, when doing it, be sure you build in time to deal with the unexpected. And most important, don't hesitate to include new and different ideas.

Appendix F provides a list of people who can help you this summer, and the final page of the Handbook provides a telephone directory for you to complete.

Last but not least, remember that the members of the federal-provincial coordinating team are here to help you, and are only a telephone call away.

Have a good summer!





[illegible]



[illegible]





[illegible]



[illegible]









[illegible]





# ***Reference Material***



APPENDIX A





ALBERTA HIRE A STUDENT COMMITTEES

PURPOSE

Alberta Hire A Student committees are autonomous groups which provide the local student managed Hire A Student organizations with objectives, guidance and administrative assistance necessary to operate a summer student placement service. A successful program is of benefit to the students, employers and the community.

RESPONSIBILITIES

1. Committees are responsible for establishing local policy and procedures which are compatible with the overall H.A.S. program.
2. Committees administer program funds and provide direction and support to the staff employed to operate the program.
3. Committees use the resources made available by the federal and provincial governments, Alberta Chambers of Commerce and local organizations to improve and enhance their program.

MEMBERSHIP

For a balanced and effective committee, membership should include representatives from the local Chamber of Commerce, local businesses, educational institutions, homemakers and others interested in helping youth help themselves. Committee members should have knowledge of local economic conditions and attitudes in order to be effective. Also, committee members should be available for part of the summer to share committee responsibilities as outlined in the attached "Suggested H.A.S. Committee Guidelines."

### RESOURCES

Experienced resource people are available within the federal and provincial governments and the Alberta Chamber of Commerce to assist the local committee with its responsibilities. In certain areas, a Regional Co-ordinator, hired from April through August of each year, is available to assist the local Hire A Student office with training and office administration techniques.

The federal and provincial government also provide monetary support and resource material to local committees.

### SUCCESS

Local committee support of the Hire A Student program is unique to Alberta. Program success can be attributed to the committee's contributions and guidance given the local Hire A Student program. With advice and encouragement from the committee, students are given the opportunity to be innovative, flexible and ultimately productive, so that managing a local Hire a Student office is a rewarding experience.

### SUGGESTED H.A.S. COMMITTEE GUIDELINES

Based on past experience, the following guidelines and time frame outline may be of assistance to a Hire A Student Committee.

#### September-October

1. The Chairman should recruit new committee members, if necessary, for the coming year.
2. The previous year's Hire A Student program final report should be reviewed to familiarize the committee with objectives, procedures, recommended improvements, financial position and success.
3. Objectives and a preliminary action plan should be prepared for the forth-coming year, including a budget.
4. Employer and community feedback should be solicited to identify program areas for improvement. At the same time funding and other support should be solicited to underwrite such operating expenses as office space, telephone service, advertising, utilities, postage and miscellaneous expenses as identified in the preliminary budget.

#### March-April

5. Flesh out the plan of action, keeping it within the budget limitations.
6. Prepare the Office Manager's job description and job posting and advertise the position in the local newspaper and/or media and/or on school bulletin boards or over the schools' P.A. system.
7. Interview and select the Student Office Manager (The Regional Co-ordinator, if available, can be of considerable assistance with items 5, 6 and 7 above).

#### May-August

8. Accompany the Office Manager to the one-day Spring Training Session, generally held the first or second Saturday in May. Committee representatives will have a chance to discuss the program and learn more about the role of the Committee.
9. Generally, provide advice and encouragement to the Office Manager throughout the summer. This may be accomplished through full committee meetings with the Office Manager and/or by members simply dropping into the H.A.S. office regularly to chat informally.

10. Specifically, Committee members can help the Office Manager by:
  - introducing him/her to local employers and service groups.  
(Student Office Manager may be apprehensive about approaching these people for the first time.) An introduction to the editor of the local newspaper would be an asset for program publicity.
  - supervising him/her on policy matters; offering advice regarding the direction the program should be taking in the community; and providing ideas for advertising and promotion. Committee members should be able to determine what would be the most effective approach in their community.
11. Ensure that the Office Manager prepares a final report on the centre's Hire A Student activities, and provide comment for inclusion in the report. The final report should contain a financial statement of income and expenditures.
12. The Committee, in cooperation with the Regional Coordinator and Office Manager should acknowledge the assistance and funding provided by the local businesses and community.

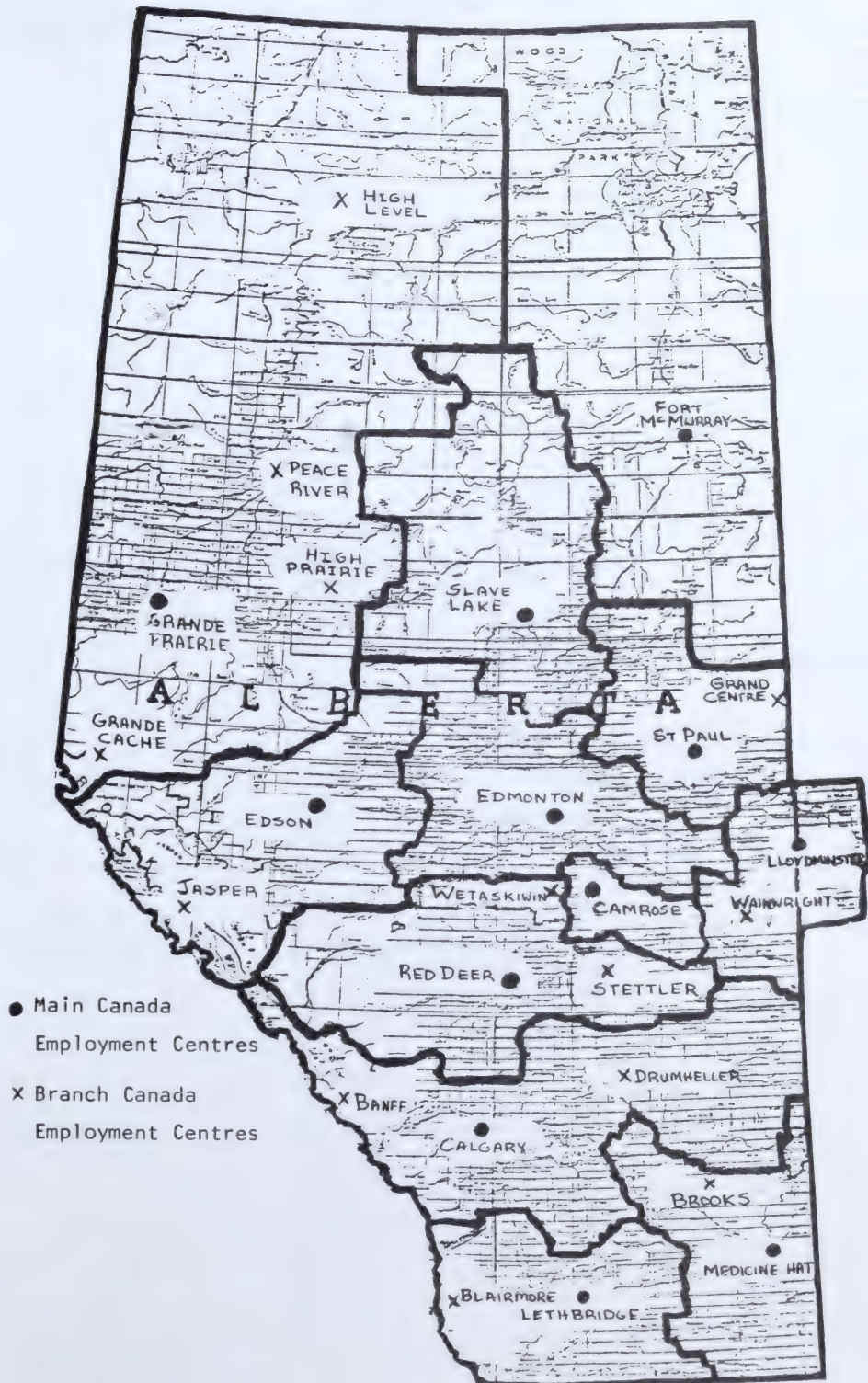
NOTE: Local H.A.S. Committees who have membership on a district or steering committee should send a representative to these area meetings, generally held monthly from April to August, and twice during the off-season.



APPENDIX B



CANADA EMPLOYMENT CENTRE LABOUR MARKET AREAS



Canada Employment  
Centre(CEC)

Manager, Address and  
Phone Number

Hire-A-Student offices located  
within the Labour Market Area

CALGARY METRO

Mike Terris  
(Acting Metro Manager)  
8th Floor  
Government of Canada Bldg.  
220-4th Avenue S.E.  
P.O. Box 2530  
T2G 4X3  
231-4020

Airdrie  
Cochrane  
Hanna  
Three Hills  
Trochu

Branches in:

Banff

Brian Russell  
Federal Building  
Buffalo Street  
P.O. Box 1899  
T0L 0C0  
762-4200

Drumheller

Doug Morgan  
Federal Building  
196 - 3rd Ave. W.  
P.O. Box 550  
T0J 0Y0  
823-3365

CAMROSE

Roger King  
Room 207, Federal Bldg.  
4901 - 50th Avenue  
T4V 0S2  
672-5597

EDMONTON METRO

Russ Brown

10210 - 107 Street  
T5J 0G2  
425-6218

Barrhead  
Bon Accord  
Drayton Valley  
Fort Saskatchewan  
Gibbons  
Leduc  
Legal  
Morinville

Namoo  
Redwater  
St. Albert  
Sherwood Park  
Spruce Grove  
Stony Plain  
Vegreville  
Westlock

EDSON

Branch in:  
Jasper

Jim Ross  
2nd Floor, Federal  
Bldg.  
5005 - 5th Avenue  
T0E 0P0  
723-3326

Hinton  
Whitecourt

FORT MCMURRAY

Karen Granoski  
(acting manager)  
10010 Franklin Avenue  
T9H 2K6  
743-2258

GRANDE PRAIRIE

Branches in:  
Grande Cache

High Level

Ernie Goulding  
Main Floor, Data Block  
10118 - 101 Avenue  
T8V 0Y2  
532-4411

E. (Betty) Griffith  
Shopper's Mall  
P.O. Box 1050  
T0E 0Y0  
827-2027

Gloria Sederquest  
Main Floor  
Fahlman Building  
1st Avenue North  
General Delivery  
T0H 1Z0  
926-3777

Beaverlodge-Hythe  
Fairview  
Falher  
Grimshaw

Manning  
McLennan  
Spirit River  
Valleyview



High Prairie  
Gilles Turcotte  
(acting Branch Office  
Manager)  
Drake Building  
P.O. Box 360  
TOG 1E0  
523-3331

Peace River  
Mel Simpson  
Powell Financial Bldg.  
10015 - 98 Street  
TOH 2X0  
624-4485

LETHBRIDGE

Frank Besplug  
Federal Bldg.  
419 - 7th Street S.  
TIJ 2G5  
329-6522

Cardston  
Claresholm  
Coaldale  
Fort Macleod

Picture Butte  
Pincher Creek  
Taber  
Vulcan

Branch in:  
Blairmore

Andrew Saly  
Federal Building  
20th Avenue & 27th Street  
TOK 0E0  
562-8118

LLOYDMINSTER

Jim Higginson  
4618 - 49th Avenue  
S9V 0T2  
825-6291

Branch in:  
Wainwright

Jules Laberge  
1006 - 4th Avenue  
P.O. Box 1634  
TOB 4P0  
842-3389

Provost  
Vermilion

MEDICINE HAT

Doug Todd  
2nd Floor, Federal  
Bldg.  
141 - 4th Avenue S.E.  
T1A 2N1  
526-2825

Bow Island  
Foremost

Branch in:

Brooks

Murray Nesdoly  
2nd Floor Federal Bldg  
120 - 1st Avenue W.  
T0J 0J0  
362-3488

RED DEER

Doug McVety  
Room 206 Federal  
Building  
4909 - 50 Street  
T4N 1X0

Castor  
Didsbury  
Innisfail  
Lacombe  
Olds

Ponoka  
Rimbey  
Rocky Mountain House  
Sylvan Lake

Branch in:

Stettler

342-1168  
Wayne Brown  
2nd Floor, Federal Bldg.  
5104 - 50th Avenue  
T0C 2L0  
742-4421

Wetaskiwin

Gavin Prescott  
(acting Branch Office  
Manager)  
4811 - 52 Street  
T9A 1L1  
352-6081

ST. PAUL

Branch in:

Grand Centre

Joe Benjamin  
5105 - 50th Avenue  
P.O. Box 309  
T0A 3A0  
645-4428

Bonnyville  
Lac La Biche  
Two Hills

SLAVE LAKE

Al Vick

Athabasca

Main Floor

106 - 1st Street, N.E.

P.O. Box 724

TOG 2A0

849-4153

## APPENDIX C







# **Hire A Student**

1980 FUNDING AGREEMENT

Alberta Advanced Education & Manpower  
Special Manpower Programs  
September 1979

**NOTES:**

Funding support agreements are between the Minister of Advanced Education and Manpower and the legal entity designated by the Hire-A-Student Committee as trustee for funds. Thus wording of agreements can be slightly different.

The six urban centres enter into agreement with the Minister on an individual basis. The terms of agreement are essentially the same, but Appendix B of the agreement requires detailed information.

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 19\_\_\_\_

The Town of \_\_\_\_\_, a body corporate  
duly incorporated under The Municipal Government Act,  
being Chapter 246 of the R.S.A. 1970, as amended  
(hereafter called "the Town")

Her Majesty the Queen, in right of the Province of  
Alberta, as represented by the Minister of Advanced  
Education and Manpower  
(hereafter called "the Minister")

AND AS the Town agrees to receive the funds provided under this agreement on behalf of the Hire-A-Student Committee, and represent the interests of the Hire-A-Student Committee provided for herein;

1. The Town shall ensure that:

- a) a Hire-A-Student Committee is established pursuant to the terms of the guidelines contained in Appendix "A" which is attached hereto as an integral part of this Agreement;
- b) the Hire-A-Student Committee provides a student summer employment placement and career information service during the period from \_\_\_\_\_, 1980 to \_\_\_\_\_, 1980;

- c) the Chairman specified in Appendix "B", attached hereto as an integral part of this Agreement, assumes responsibility for the activities of the Hire-A-Student Centre in accordance with the terms of the Funding Support Application Form contained in Appendix "B";
- d) the activities engaged in by the Hire-A-Student Centre shall have a primary emphasis on:
  - i) the placement of students in summer employment, and
  - ii) the provision of summer employment opportunities and career information;
- e) the Hire-A-Student Committee provides to the Minister or his representative
  - i) on or before the 10th day of each month during the term of this Agreement a monthly itemized statement verifying expenditure of Provincial Government monies and containing a breakdown of all expenditures listed in the proposed budget contained in Appendix "B",
  - ii) on or before the 10th day of each month during the term of this Agreement a monthly status report in writing in form and content as outlined in the Hire-A-Student Handbook,
  - iii) prior to September 30, 1980 a written statement of account containing an extract from the Town's books of account which details those expenditures made on behalf of the Hire-A-Student Centre, and signed by the Town Administrator and the Chairman of the Hire-A-Student Committee,
  - iv) such other oral or written reports as and when requested;
- f) the funds provided under this Agreement will be used for the operation of the Hire-A-Student Centre, , and specifically for those expenses identified in section "A" of the Proposed Budget contained in Appendix "B";

- q) the Minister or his representative may audit the accounts of the Town which relate to the operation of the Hire-A-Student Centre, , at any time or may request an audited financial statement of the accounts by a recognized accounting firm.
2. In consideration of the Town fulfilling its obligations hereunder, the Minister shall pay to the Town the sum of \$ .
3. 1) This Agreement does not result in the appointment or employment of any person as an officer, clerk or employee of the Province of Alberta.
- 2) The Town shall indemnify and hold harmless the Minister from any and all actions, causes of actions, damages or liability arising out of the acts or omissions of the Town, the Hire-A-Student Committee, the Hire-A-Student Centre, , or any agent or employee thereof.
- 3) If at any time the Town fails to meet the terms of this Agreement, the Minister may terminate the Agreement and reclaim any monies provided under this Agreement and remaining at the date of termination.
- 4) Each party warrants that it has authority to enter into this Agreement.
- 5) The Town may not assign this Agreement without the prior written consent of the Minister.
- 6) The parties may vary or amend the terms of this Agreement by reciprocal correspondence to that effect.

For the purpose of effecting an amendment to Appendix "B" attached hereto, there may be an exchange of reciprocal correspondence between the Chairman, Hire-A-Student Committee on behalf of the Town and the Executive-Director, Career Development, Manpower Services, on behalf of the Minister.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

\_\_\_\_\_  
TOWN

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
MINISTER

The terms of this Agreement are hereby approved and accepted by the Chairman of the Hire-A-Student Committee, .

\_\_\_\_\_  
CHAIRMAN



This is Appendix A "To a Memorandum of Agreement between \_\_\_\_\_  
and Her Majesty the Queen in right of the Province of Alberta  
dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_".

1980

## HIRE-A-STUDENT GUIDELINES

### A. Program Description

1. The Alberta Hire-A-Student(H.A.S.) program is a cooperative and coordinated activity of government, business, the community and student groups who are concerned with the placement of students in summer jobs.
2. The overall aim of the program is to develop and provide an employment placement service for Alberta youth during the summer of 1980. Such a service is intended to complement and supplement existent services in Canada Employment Centres throughout Alberta.
3. The following objectives stem from the overall aim:
  - a) To establish summer youth employment offices in communities throughout Alberta.
  - b) To assist in bringing together youth seeking employment and employers seeking employees.
  - c) To assist first time job seekers with job search techniques.
  - d) To promote and develop positive employer-employee relations among youth.
  - e) To encourage career exploration among youth.
4. The program benefits communities as follows:
  - a) Youth gain an exposure to the labour market.
  - b) Employers seeking summer help through the Hire-A-Student Centre obtain assistance in recruiting.
  - c) Youth receive guidance in their initial quest for employment.
  - d) With funds earned youth may be assisted in continuing their education.

## B. Provincial Government Participation

1. The Department of Advanced Education and Manpower is responsible for the development, implementation, operation and monitoring of the provincial government participation in the Hire-A-Student program.
2. The Department provides the following resources to the program:
  - a) Financial. Communities wishing to participate in the program make application for funding support to the Department of Advanced Education and Manpower, Special Manpower Programs Branch. The provincial government funding support is intended to cover staff salaries, benefits, and travel costs.
  - b) Personnel. Three full-time staff(Hire-A-Student Coordinator and two Consultants) are delegated to:
    - i) provide assistance and consultation to committees applying for provincial government funding support;
    - ii) train and supervise the activity of Hire-A-Student regional coordinators in conjunction with committees;
    - iii) implement and monitor the Hire-A-Student program throughout the province; and
    - iv) develop and maintain liaison and coordination with federal and provincial government offices and programs.

Provincial government personnel are responsible under legislation for the verification of expenditures relating to any Hire-A-Student agreement.

- c) Student staff. Regional coordinators are provided to:
  - i) assist in the development of Hire-A-Student activity within a given region of the province;
  - ii) coordinate Hire-A-Student activity within a given region of the province;

- iii) monitor the operation of local Hire-A-Student offices; and
- iv) assist, where possible, in the day-to-day operations of the local Hire-A-Student centre from which they operate.

d) Advertising and promotional materials. When requested by Hire-A-Student committees, the Department will develop those that can be used on a province-wide basis(e.g. posters, brochures, etc.).

### C. Community Eligibility

1. Communities wishing to establish a Hire-A-Student centre must have a population in excess of 1,500 or show cause for the establishment of an office. Legitimate cause may be the existence of a large centralized school or the existence of a large rural farm population in the local region.
2. Communities must be able to generate substantial local support to underwrite operational costs which are not covered by the government funds. Support can be monetary or the provision of office space, telephones, advertising, utilities, postage or other services solicited in advance of the submission for provincial government funding support.
3. Communities must establish a Hire-A-Student committee that will function as follows:
  - a) Be responsible for establishing local policy and procedure compatible with the overall Hire-A-Student program.
  - b) In concert with the regional coordinator for the area, be responsible for establishing a hiring board that will interview and select a local student to manage the Hire-A-Student centre.
  - c) Be responsible for proper utilization of funds in the day to day operation of the office, appropriate recordkeeping, and payroll duties.
  - d) Provide direction and support to the staff employed to operate the local program.
  - e) Be responsible for ensuring the terms of the funding agreement are met.



4. For a balanced and effective committee, membership should include representatives from the local Chamber of Commerce, local businesses, service clubs, educational institutions, homemakers and others interested in helping youth help themselves. Committee members should have knowledge of local economic conditions and attitudes.
5. One member of the committee is expected to attend the Hire-A-Student May training session with the selected local office manager.

#### D. Funding Agreement

1. Eligible communities may qualify for funds from the provincial government equivalent to the cost of retaining student staff for the period in which the Hire-A-Student centre is operational.
2. Where the federal government has a Hire-A-Student centre located in a regular Canada Employment Centre, and where there is no established Hire-A-Student committee, then it will be the responsibility of the Canada Employment and Immigration Commission to provide resources for a summer student placement service to that community.
3. Nonetheless, the provincial government will provide complementary and supplementary funding support to those Hire-A-Student centres located in a regular Canada Employment Centre providing:
  - a) A Hire-A-Student committee is established and chaired by a community representative, and
  - b) All Hire-A-Student staff report to the committee (in this case, it is assumed that the local Canada Employment Centre manager, or designate, will sit as a member of the committee).
4. Funding will be based on the population of the town or city where the Hire-A-Student office is located as outlined in the current "Alberta Municipal Affairs Official Population List."

5. Maximum support will be the total of resources provided to one Hire-A-Student centre by both the federal and provincial governments, determined as follows:
  - a) Communities under 2,000 in population up to \$1,300.00
  - b) Communities with populations of 2,000-4,000 up to \$2,500.00.
  - c) Communities with populations of 4,000-8,000 up to \$3,200.00.
  - d) Communities with populations of 8,000-15,000 up to \$4,200.00.
  - e) Communities with populations over 15,000, with no Canada Employment Centre, up to \$7,000.00.
  - f) Communities over 15,000 with educational institutions offering university or university-accredited courses, up to their budget submission as negotiated with the department.
6. Hire-A-Student committees should designate a legal entity, preferably one with an established employer number(i.e. town office, service club, etc.) to hold the provincial government funding support monies in trust for them. Such encouragement to use entities having employer numbers is based on actual program experience; committees using this method have found that it eases their administrative work load.
7. Funding agreement applications will be reviewed and processed in the order they are received.
8. Funding agreement applications shall include the following information:
  - a) The name and address of the legal entity designated to receive the funding cheque on behalf of the local Hire-A-Student committee.
  - b) The names, occupations, addresses and phone numbers of the Hire-A-Student committee members.
  - c) A recommendation on opening and closing dates for the local Hire-A-Student office, and daily hours of operation in accordance with the apparent needs of the community.



- d) A proposed budget for total operations that includes a realistic estimate of the specific support committed by the community, including committee or other donors.
- 9. The legal entity receiving funds in trust for the Hire-A-Student committee is required to sign a Memorandum of Agreement with the Department, the terms of which shall be approved and accepted by the Chairman, Hire-A-Student Committee.
- 10. Assistance and consultation in developing an outline for office operations, and further information is available from:

Hire-A-Student Resource Section  
Special Manpower Programs Branch  
Alberta Advanced Education and Manpower  
Parkside Building  
10924 - 119 Street  
EDMONTON, Alberta  
T5H 3P5

Phone: 427-0115(Collect)

This is Appendix "B" to a Memorandum of Agreement between \_\_\_\_\_, and Her Majesty the Queen, in right of the Province of Alberta dated \_\_\_\_\_, A.D. 19\_\_.

## HIRE-A-STUDENT FUNDING SUPPORT APPLICATION FORM

TOWN/CITY (Mailing Address for Funding Support Cheque)

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## HIRE-A-STUDENT COMMITTEE MEMBERS

	<u>Name</u>	<u>Address</u>	<u>Telephone No.</u>	<u>Occupation</u>
Chairman	_____	_____	_____	_____
Members	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

PROPOSED OPENING DATE FOR H.A.S. CENTRE \_\_\_\_\_

PROPOSED CLOSING DATE FOR H.A.S. CENTRE \_\_\_\_\_

PROPOSED HOURS OF OPERATION \_\_\_\_\_

COMMITTEE REMARKS

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H.A.S. COORDINATOR'S COMMENTS

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1980 HIRE-A-STUDENT PROPOSED BUDGET

(Appendix B page 2)

## A. RE: PROVINCIAL GOVERNMENT FUNDING SUPPORT:

Wages(as local conditions dictate)

\_\_\_\_\_ students @ \_\_\_\_\_/hr. for \_\_\_\_\_ hours \$ \_\_\_\_\_

Employee Benefits

- estimated at 10% of total salary \$ \_\_\_\_\_

Employee Travel Expenses

- Include four trips to regional H.A.S. Centre training sessions, and travel re: school presentations, etc. \$ \_\_\_\_\_

Miscellaneous(specify) \$ \_\_\_\_\_

Total Provincial Government Funding Support Applied For \$ 

## B. DONATED COMMUNITY SUPPORT:

Telephone and Utilities \$ \_\_\_\_\_

Office Rent \$ \_\_\_\_\_

Equipment and Supplies \$ \_\_\_\_\_

Publicity and Printing \$ \_\_\_\_\_

Other Donated(specify) \$ \_\_\_\_\_

Total Donated Community Support \$ Total 1980 Budget \$ 

Note: Applications for Provincial Government Funding Support should be sent to  
 Hire-A-Student Resource Office, 10924 - 119 Street, Edmonton, Alberta T5H 3P5  
 (Phone 427-0115)



APPENDIX D





STANDARD INDUSTRIAL CODES

Ind. No.	Division 1—Agriculture	Ind. No.	Division 4—Mines (including Milling), Quarries and Oil Wells — Concluded
	<b>Major Group 1—Experimental and Institutional Farms</b>		<b>Major Group 3—Services Incidental to Mining</b>
001	Experimental and University Farms	096	Contract Drilling for Petroleum
003	Institutional Farms	098	Other Contract Drilling
	<b>Major Group 2—Farms (except Experimental and Institutional Farms)</b>	099	Miscellaneous Services Incidental to Mining
011	Livestock and Livestock Combination Farms		<b>Division 5—Manufacturing Industries</b>
013	Field Crop and Field Crop Combination Farms		<b>Major Group 1—Food and Beverage Industries</b>
015	Fruit and Vegetable Farms	101	Meat and Poultry Products Industries
017	Other Crop and Livestock Combination Farms	102	Fish Products Industry
019	Miscellaneous Specialty Farms	103	Fruit and Vegetable Processing Industries
	<b>Major Group 3—Services Incidental to Agriculture</b>	104	Dairy Products Industry
021	Services Incidental to Agriculture	105	Flour and Breakfast Cereal Products Industry
	<b>Division 2—Forestry</b>	106	Feed Industry
	<b>Major Group 1—Logging</b>	107	Bakery Products Industries
031	Logging	108	Miscellaneous Food Industries
	<b>Major Group 2—Forestry Services</b>	109	Beverage Industries
039	Forestry Services		<b>Major Group 2—Tobacco Products Industries</b>
	<b>Division 3—Fishing and Trapping</b>	151	Leaf Tobacco Processors
	<b>Major Group 1—Fishing</b>	153	Tobacco Products Manufacturers
041	Fishing		<b>Major Group 3—Rubber and Plastics Products Industries</b>
	<b>Major Group 2—Fishery Services</b>	162	Rubber Products Industries
045	Fishery Services	165	Plastics Fabricating Industry, n.e.s.
	<b>Major Group 3—Hunting and Trapping</b>		<b>Major Group 4—Leather Industries</b>
047	Hunting and Trapping	172	Leather Tanneries
	<b>Division 4—Mines (including Milling), Quarries and Oil Wells</b>	174	Shoe Factories
	<b>Major Group 1—Metal Mines</b>	175	Leather Glove Factories
051	Placer Gold Mines	179	Luggage, Handbag and Small Leather Goods Manufacturers
052	Gold Quartz Mines		<b>Major Group 5—Textile Industries</b>
057	Uranium Mines	181	Cotton Yarn and Cloth Mills
059	Iron Mines	182	Wool Yarn and Cloth Mills
059	Miscellaneous Metal Mines	183	Man-made Fibre, Yarn and Cloth Mills
	<b>Major Group 2—Mineral Fuels</b>	184	Cordage and Twine Industry
061	Coal Mines	185	Felt and Fibre Processing Mills
064	Crude Petroleum and Natural Gas Industry	186	Carpet, Mat and Rug Industry
	<b>Major Group 3—Non-Metal Mines (except Coal Mines)</b>	187	Canvas Products, and Cotton and Jute Bags Industries
071	Asbestos Mines	188	Automobile Fabric Accessories Industry
072	Peat Extraction	189	Miscellaneous Textile Industries
073	Gypsum Mines		<b>Major Group 6—Knitting Mills</b>
079	Miscellaneous Non-Metal Mines	231	Hosiery Mills
	<b>Major Group 4—Quarries and Sand Pits</b>	239	Knitting Mills (except Hosiery Mills)
081	Stone Quarries		<b>Major Group 7—Clothing Industries</b>
087	Sand Pits or Quarries	243	Men's Clothing Industries
		244	Women's Clothing Industries
		245	Children's Clothing Industry
		246	Fur Goods Industry
		248	Foundation Garment Industry
		249	Miscellaneous Clothing Industries
			<b>Major Group 8—Wood Industries</b>
		251	Sawmills, Planing Mills and Shingle Mills
		252	Veneer and Plywood Mills
		254	Sash, Door and Other Millwork Plants
		256	Wooden Box Factories
		258	Coffin and Casket Industry
		259	Miscellaneous Wood Industries

**Division 5—Manufacturing Industries — Continued****Major Group 9—Furniture and Fixture Industries**

- 261 Household Furniture Manufacturers
- 264 Office Furniture Manufacturers
- 266 Miscellaneous Furniture and Fixtures Manufacturers
- 268 Electric Lamp and Shade Manufacturers

**Major Group 10—Paper and Allied Industries**

- 271 Pulp and Paper Mills
- 272 Asphalt Roofing Manufacturers
- 273 Paper Box and Bag Manufacturers
- 274 Miscellaneous Paper Converters

**Major Group 11—Printing, Publishing and Allied Industries**

- 286 Commercial Printing
- 287 Platemaking, Typesetting and Trade Bindery Industry
- 288 Publishing Only
- 289 Publishing and Printing

**Major Group 12—Primary Metal Industries**

- 291 Iron and Steel Mills
- 292 Steel Pipe and Tube Mills
- 294 Iron Foundries
- 295 Smelting and Refining
- 296 Aluminum Rolling, Casting and Extruding
- 297 Copper and Copper Alloy Rolling, Casting and Extruding
- 298 Metal Rolling, Casting and Extruding, n.e.s.

**Major Group 13—Metal Fabricating Industries (except Machinery and Transportation Equipment Industries)**

- 301 Boiler and Plate Works
- 302 Fabricated Structural Metal Industry
- 303 Ornamental and Architectural Metal Industry
- 304 Metal Stamping, Pressing and Coating Industry
- 305 Wire and Wire Products Manufacturers
- 306 Hardware, Tool and Cutlery Manufacturers
- 307 Heating Equipment Manufacturers
- 308 Machine Shops
- 309 Miscellaneous Metal Fabricating Industries

**Major Group 14—Machinery Industries (except Electrical Machinery)**

- 311 Agricultural Implement Industry
- 315 Miscellaneous Machinery and Equipment Manufacturers
- 316 Commercial Refrigeration and Air Conditioning Equipment Manufacturers
- 318 Office and Store Machinery Manufacturers

**Major Group 15—Transportation Equipment Industries**

- 321 Aircraft and Aircraft Parts Manufacturers
- 323 Motor Vehicle Manufacturers
- 324 Truck Body and Trailer Manufacturers
- 325 Motor Vehicle Parts and Accessories Manufacturers
- 326 Railroad Rolling Stock Industry
- 327 Shipbuilding and Repair
- 328 Boatbuilding and Repair
- 329 Miscellaneous Vehicle Manufacturers

**Major Group 16—Electrical Products Industries**

- 331 Manufacturers of Small Electrical Appliances
- 332 Manufacturers of Major Appliances (Electric and Non-Electric)
- 333 Manufacturers of Lighting Fixtures
- 334 Manufacturers of Household Radio and Television Receivers
- 335 Communications Equipment Manufacturers
- 336 Manufacturers of Electrical Industrial Equipment
- 338 Manufacturers of Electric Wire and Cable
- 339 Manufacturers of Miscellaneous Electrical Products

**Division 5—Manufacturing Industries — Concluded****Major Group 17—Non-Metallic Mineral Products Industries**

- 351 Clay Products Manufacturers
- 352 Cement Manufacturers
- 353 Stone Products Manufacturers
- 354 Concrete Products Manufacturers
- 355 Ready-Mix Concrete Manufacturers
- 356 Glass and Glass Products Manufacturers
- 357 Abrasives Manufacturers
- 358 Lime Manufacturers
- 359 Miscellaneous Non-Metallic Mineral Products Industries

**Major Group 18—Petroleum and Coal Products Industries**

- 365 Petroleum Refineries
- 369 Miscellaneous Petroleum and Coal Products Industries

**Major Group 19—Chemical and Chemical Products Industries**

- 372 Manufacturers of Mixed Fertilizers
- 373 Manufacturers of Plastics and Synthetic Resins
- 374 Manufacturers of Pharmaceuticals and Medicines
- 375 Paint and Varnish Manufacturers
- 376 Manufacturers of Soap and Cleaning Compounds
- 377 Manufacturers of Toilet Preparations
- 378 Manufacturers of Industrial Chemicals
- 379 Miscellaneous Chemical Industries

**Major Group 20—Miscellaneous Manufacturing Industries**

- 391 Scientific and Professional Equipment Industries
- 392 Jewellery and Silverware Industry
- 393 Sporting Goods and Toy Industries
- 397 Signs and Displays Industry
- 399 Miscellaneous Manufacturing Industries, n.e.s.

**Division 6—Construction Industry****Major Group 1—General Contractors**

- 404 Building Construction
- 405 Highway, Bridge and Street Construction
- 409 Other Construction

**Major Group 2—Special-Trade Contractors**

- 421 Special-Trade Contractors

**Division 7—Transportation, Communication and Other Utilities****Major Group 1—Transportation**

- 501 Air Transport
- 502 Services Incidental to Air Transport
- 503 Railway Transport
- 504 Water Transport
- 505 Services Incidental to Water Transport
- 506 Moving and Storage, Used Goods, Uncrated
- 507 Other Truck Transport
- 508 Bus Transport, Interurban and Rural
- 509 Urban Transit Systems
- 512 Taxicab Operations
- 515 Pipeline Transport
- 516 Highway and Bridge Maintenance
- 517 Miscellaneous Services Incidental to Transport
- 519 Other Transportation

**Major Group 2—Storage**

- 524 Grain Elevators
- 527 Other Storage and Warehousing



**Division 7 - Transportation, Communication  
and Other Utilities - Concluded**

**Major Group 3 - Communication**

- 543 Radio and Television Broadcasting
- 544 Telephone Systems
- 545 Telegraph and Cable Systems
- 548 Post Office

**Major Group 4 - Electric Power, Gas and Water Utilities**

- 572 Electric Power
- 574 Gas Distribution
- 576 Water Systems
- 579 Other Utilities

**Division 8 - Trade**

**Major Group 1 - Wholesale Trade**

- 602 Wholesalers of Farm Products
- 606 Wholesalers of Coal and Coke
- 608 Wholesalers of Petroleum Products
- 611 Wholesalers of Paper and Paper Products
- 612 Wholesalers of General Merchandise
- 614 Wholesalers of Food
- 615 Wholesalers of Tobacco Products
- 616 Wholesalers of Drugs and Toilet Preparations
- 617 Wholesalers of Apparel and Dry Goods
- 618 Wholesalers of Household Furniture and Furnishings
- 619 Wholesalers of Motor Vehicles and Accessories
- 621 Wholesalers of Electrical Machinery, Equipment and Supplies
- 622 Wholesalers of Farm Machinery and Equipment
- 623 Wholesalers of Machinery and Equipment, n.e.s.
- 624 Wholesalers of Hardware, Plumbing and Heating Equipment
- 625 Wholesalers of Metal and Metal Products, n.e.s.
- 626 Wholesalers of Lumber and Building Materials
- 627 Wholesalers of Scrap and Waste Materials
- 629 Wholesalers, n.e.s.

**Major Group 2 - Retail Trade**

- 631 Food Stores
- 642 General Merchandise Stores
- 652 Tire, Battery and Accessories Stores
- 654 Gasoline Service Stations
- 656 Motor Vehicle Dealers
- 658 Motor Vehicle Repair Shops
- 659 Shoe Stores
- 665 Men's Clothing Stores
- 667 Women's Clothing Stores
- 669 Clothing and Dry Goods Stores, n.e.s.
- 673 Hardware Stores
- 676 Household Furniture and Appliance Stores
- 678 Radio, Television and Electrical Appliance Repair Shops
- 681 Drug Stores
- 691 Book and Stationery Stores
- 692 Florists' Shops
- 694 Jewellery Stores
- 695 Watch and Jewellery Repair Shops
- 696 Liquor, Wine and Beer Stores
- 697 Tobacconists
- 699 Retail Stores, n.e.s.

**Division 9 - Finance, Insurance and Real Estate**

**Major Group 1 - Finance Industries**

- 701 Banks and Other Deposit Accepting Establishments
- 703 Other Credit Agencies
- 705 Security Brokers and Dealers (including Exchanges)
- 707 Investment and Holding Companies
- 710 Canadian Offices of Canadian-Incorporated Companies Classified as Non-Canadian

**Division 9 - Finance, Insurance  
and Real Estate - Concluded**

**Major Group 2 - Insurance Carriers**

- 721 Insurance Carriers

**Major Group 3 - Insurance Agencies and Real Estate Industry**

- 735 Insurance and Real Estate Agencies
- 737 Real Estate Operators

**Division 10 - Community, Business and Personal Service  
Industries**

**Major Group 1 - Education and Related Services**

- 801 Kindergartens and Nursery Schools
- 802 Elementary and Secondary Schools
- 803 Schools of Art and of the Performing Arts
- 804 Vocational Centers, Trade Schools and Business Colleges
- 805 Post-Secondary Non-University Educational Institutions
- 806 Universities and Colleges
- 807 Libraries, Museums and Other Repositories
- 809 Education and Related Services, n.e.s.

**Major Group 2 - Health and Welfare Services**

- 821 Hospitals
- 822 Related Health Care Institutions
- 823 Offices of Physicians and Surgeons
- 824 Offices of Para-medical Personnel (Practitioners)
- 825 Offices of Dentists
- 826 Diagnostic and Therapeutic Services, n.e.s.
- 827 Miscellaneous Health Services
- 828 Welfare Organizations

**Major Group 3 - Religious Organizations**

- 831 Religious Organizations

**Major Group 4 - Amusement and Recreation Services**

- 841 Motion Picture Theatres
- 842 Motion Picture Production and Distribution
- 843 Bowling Alleys and Billiard Parlours
- 844 Golf Clubs and Country Clubs
- 845 Theatrical and Other Staged Entertainment Services
- 849 Miscellaneous Amusement and Recreation Services

**Major Group 5 - Services to Business Management**

- 851 Employment Agencies and Personnel Suppliers
- 853 Computer Services
- 855 Security and Investigation Services
- 861 Offices of Accountants
- 862 Advertising Services
- 863 Offices of Architects
- 864 Engineering and Scientific Services
- 866 Offices of Lawyers and Notaries
- 867 Offices of Management and Business Consultants
- 869 Miscellaneous Services to Business Management

**Major Group 6 - Personal Services**

- 871 Shoe Repair Shops
- 872 Barber and Beauty Shops
- 873 Private Households
- 874 Laundries, Cleaners and Pressers (except Self-Service)
- 876 Self-service Laundries and Dry Cleaners
- 877 Funeral Services
- 879 Miscellaneous Personal Services

**Major Group 7 - Accommodation and Food Services**

- 881 Hotels and Motels
- 883 Lodging Houses and Residential Clubs
- 884 Camping Grounds and Trailer Parks
- 885 Restaurants, Caterers and Taverns

**Division 10—Community, Business and Personal Service Industries — Concluded**

**Major Group 8—Miscellaneous Services**

- 891 Labour Organizations and Trade Associations
- 893 Photographic Services, n.e.s.
- 894 Automobile and Truck Rental
- 895 Machinery and Equipment Rental
- 896 Blacksmithing and Welding Shops
- 897 Miscellaneous Repair Shops
- 898 Services to Buildings and Dwellings
- 899 Miscellaneous Services, n.e.s.

**Division 11—Public Administration and Defence**

**Major Group 1—Federal Administration**

- 902 Defence Services
- 909 Other Federal Administration

**Division 11—Public Administration and Defence — Concluded**

**Major Group 2—Provincial Administration**

- 931 Provincial Administration

**Major Group 3—Local Administration**

- 951 Local Administration

**Major Group 4—Other Government Offices**

- 991 Other Government Offices

**Division 12—Industry Unspecified or Undefined**

- 999 Canadian-Incorporated Companies Classified as Non-Canadian
- 000 Unspecified or Undefined



## APPENDIX E



## CLEARANCE

(Note: this program originates with the Canada Employment and Immigration Commission. If you have any questions or require further information (ie on the Mobility Program or the Job Order Bank) consult your local Canada Employment Centre personnel.)

Occasionally, Hire-A-Student is unable to meet an employer's need for summer help; that is, there are no students qualified for or interested in the position. When a Hire-A-Student office is unable to fill a job order locally, the order may be "cleared".

Clearance allows the job order to be circulated to the other CECs within the local area, the Region and across Canada, if necessary.

If a student in another area is qualified for the job and is satisfactory to the employer, Canada Employment may assist the student in moving to the job through the Student Mobility Program. If you feel you have an order which should be cleared:

1. Advise the employer your office is encountering difficulty filling this order:
2. Offer suggestions to the employer to alleviate the problem (ie would he/she consider offering the job to someone with less experience; could the employer raise the wage so it is compatible to similar jobs in the area; are there problems with transportation, accommodation, etc. that the employer could solve; could the job duties be reviewed so they were recorded properly; would it be possible to re-word the job duties to interest the students.
3. Explain the clearance procedure to the employer and if the employer agrees, clear the order. To clear the order contact your local Canada Employment Centre personnel.



## APPENDIX F





### OTHER RESOURCE SOURCES

During the summer you will receive inquiries and questions you may not be able to answer. Below is a list of resource personnel who can help.

#### Chamber of Commerce or Board of Trade

As one of the main sponsors of the Hire-A-Student program, the Alberta Chamber of Commerce can be approached for information regarding Chamber involvement throughout the province. Mr. Brigham Day, general manager of the Alberta Chamber is active in Hire-A-Student, and can be contacted at:

Alberta Chamber of Commerce  
212 - 10201 - 104 Street  
Edmonton, Alberta  
T5J 1B2  
Phone 424-0531

#### Alberta Labour Standards Branch

Information on labour standards as applicable to Alberta can be obtained from local Labour Standards branches. The Labour Act covers Minimum Wages, Hours of Work, Overtime, Vacations, etc. as well as legislation applying to Adolescents. Individual problems or questions come up from time to time which your local branch can help you with.

Further, legislation under the Alberta Labour Act is subject to change. For updated information, contact the Labour Standards branches located at one of the following addresses:

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CALGARY	- 11th Floor 633 - 6th Ave.S.W. Calgary, Alta. T2P 2Y5 Ph: 261-6555	LETHBRIDGE	- 315 Government Centre P.O.Box 3014 Lethbridge,Alta. T1H 0H5 Ph: 329-5447
EDMONTON	- #403, 10339 - 124th St. Edmonton, Alta.T5N 3W1 Ph: 427-3731	MEDICINE HAT	- 770-6th St.S.W. Medicine Hat, Alta. T1A 4J6 Ph: 529-3524
EDSON	- 5013 - 3rd Ave. P.O.Box 1658 Edson, Alta. T0E 0P0 Ph: 723-3341	RED DEER	- #305, 4808 - 50th St. P.O. Box 5002 Red Deer, Alta. T4N 5Y5 Ph: 343-5153
GRANDE PRAIRIE	- #306, 9905 - 100th St. Grande Prairie, Alta. T8V 2L8 Ph: 539-2253	ST. PAUL	- 414, 5025-49th Ave. St. Paul, Alta. T0A 3A0 Ph: 645-4475 ext. 77

Alberta Career Centres

These are provincial centres which offer information on selecting personally appropriate occupations, help in identifying the skills, training and/or education required to enter various occupations, referral to agencies or institutions with training or educational programs, and information regarding various forms of financial assistance that are available to Albertans while training for a career. These offices are located as follows:

CALGARY	- 801 Sun Oil Bldg. 500 - 4th Avenue S.W. T2P 2V6 Ph: 261-6347	FORT MCMURRAY	- Upstairs Offereins Bldg. 9912A Franklin Avenue T9H 3G3 Ph: 743-7207
EDMONTON	- Parkside Office Bldg. 10924 - 119 St. T5H 3P5 Ph: 427-5659	LETHBRIDGE	- 400 Professional Bldg. 740-4th Avenue S. T1J 0N9 Ph: 329-5444

MEDICINE HAT - Provincial Government Building  
770 - 6 Street S.W.  
T1A 4J6  
Ph: 529-3511

PEACE RIVER - Box 2280  
Grimble Building  
10032 - 99 Street  
T0H 2X0  
Ph: 624-6209

PINCHER CREEK - c/o Mathew Halton  
Community School  
Box 1090  
T0K 1W0  
Ph: 672-3922

RED DEER - Box 5002  
Provincial Government Building  
206, 4935 - 51 Street  
T4N 5Y5  
Ph: 343-5353

ST. PAUL - Box 1989  
405 Provincial Building  
5025 - 49 Avenue  
T0A 3A0  
Ph: 645-4475

#### Alberta Human Rights Commission

The Individual Right's Protection Act prohibits discrimination practices with regards to accommodation, employment, wages or services on the grounds of race, religious beliefs, colour, sex, marital status, age, ancestry or place of birth. If someone is discriminated against on any of these grounds they should contact the Alberta Human Right's Commission. Upon receiving a complaint of discrimination the Commission will have a representative look into the matter and take whatever steps are necessary to correct the discriminatory situation. Office locations are:

EDMONTON - 10053 - 111 Street  
Edmonton, Alberta  
T5K 2H8  
Ph: (403)427-7661

CALGARY - 633 - 6th Avenue S.W.  
Calgary, Alberta  
T2P 2Y5  
Ph: (403)261-6571

#### Apprenticeship Trade Certification Branch

This provincial program combines on the job and technical training that leads to certification as a qualified trades person or journeyman. People interested in entering any of the trades are encouraged to visit a job site to observe someone actually working in the trade. They can also get detailed information and counselling at the following Apprenticeship branches:

EDMONTON - 10339 - 124 Street - 427-3722  
CALGARY - 1520 - 4th St.S.W. - 261-6457  
LETHBRIDGE - Provincial Building - 329-5380  
GRANDE PRAIRIE-Provincial Building - 539-2240  
RED DEER - Professional Building - 343-5151  
FORT MCMURRAY - Offereins Building - 743-8777

#### District Agriculturist And Canada Farm Labour Pool

These are offices which are often involved in government placement programs. Inquiries about subsidization of wages for student farm labourers, etc. can be directed toward these agencies. They are listed under Government of Alberta and Government of Canada in telephone directories.

#### Recreation Director, Preventive Social Services Director, And District Home Economist

These people are often involved in various community courses and programs, and can be of great help if you want information on local events or projects. Your Town Office can tell you how to locate these personnel.



TELEPHONE DIRECTORY

Resource Personnel	Name	Phone Number
Committee Chairman	_____	_____
Committee Members	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Regional Coordinator	_____	_____
Graduate Assistant	_____	_____
Canada Employment Centre	_____	_____
Coordinating Team Members:		
Provincial	Linda Jorstad	427-0115
	Cindy Makowichuk	427-0115
	_____	_____
Federal	Julie Munson	420-2099
	Lorie Hunchak	420-2099
	_____	_____
Chamber of Commerce		
Local President	_____	_____
Alberta General Manager	Brigham Day	424-0531



Resource Personnel	Name	Phone Number
Newspaper		
Editor	_____	_____
Reporter	_____	_____
Service Clubs		
_____ President	_____	_____
_____ President	_____	_____
_____ President	_____	_____
_____ President	_____	_____
_____ Town Office	_____	_____
Alberta Career Centre	_____	_____
Alberta Human Rights Commission	_____	_____
Alberta Labour Standards Branch	_____	_____
Apprenticeship Trade Certification Branch	_____	_____
Canada Farm Labour Pool	_____	_____
District Agriculturist	_____	_____
District Home Economist	_____	_____
Preventive Social Services Director	_____	_____
Recreation Director	_____	_____
Others	_____	_____
	_____	_____







